ATTAIN

IN CONTROL™

To-Do List Manager for Business

In Control™

To-Do List Manager for Business

Owner's Manual

For Apple® Macintosh®

ATTAIN

Attain Corporation
48 Grove Street
Somerville, MA 02144

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Getting Started

The world *can be divided quite neatly into two categories:*

1) People who do not make lists
2) People who do.

If you belong in the first category, you will have no idea what I am talking about here and you should stop reading immediately and go lose something or forget an important task.

But if you belong to the second category... you are a listmaker, and that makes you a very special brand of human indeed.

Caroline Knapp
Why We Make Lists

Welcome to In Control, the best way to organize actions, people, and priorities.

In Control is for anyone who needs to manage many ever-changing details. If you have ever written lists of things to do, or organized ideas into an outline, you will find In Control intuitive and easy to use.

Starting to use In Control doesn't require a big investment of time or effort. Just type in your list and In Control is ready to help you juggle priorities, decide what to do next, and remember important dates, assignments, and details.

You can set priorities, assign responsibilities, choose dates, and instantly sort your list in order based on any of these values. And you can quickly focus on just those items in the list that match any criteria you specify.

If you have ever used outlining software such as MORE™ or Acta,™ you will find In Control to be familiar and powerful. And even if you're not familiar with traditional outlining software, you'll find the concepts easy to grasp and instantly useful.

In Control adds a whole new dimension of power beyond what is available in simple outliners. With In Control you can add new columns of information associated with each topic in the outline. And you can use these new columns to arrange—and quickly re-arrange— your outline into different orders. So you can see the top priority things to do for the California project, or all the things assigned to Ellis that are due before next Friday.

If you've ever found yourself with more than you can keep track of in your head, In Control is for you. Because when you use In Control, *you're* in control.

About This Manual

This manual assumes you are comfortable working with the Macintosh and know how to use the mouse, choose from menus, open files, and so forth. If you need instructions on using your Macintosh, refer to the *Macintosh System Software Users Guide* that came with your Macintosh.

If you are an experienced Macintosh user and don't like to read manuals, feel free to dive right in and start using In Control. The In Control Help and In Control Shortcuts commands in the Windows menu are always available for easy reference. System 7 users can also refer to the Balloon Help. For a quick overview of In Control, scan the **Picturebook Tour.**

If you prefer a guided tour to lead you step-by-step through In Control's most important features, follow the steps in the **Tutorial.** You may also find it worthwhile to read the Picturebook Tour. The Tutorial doesn't cover every feature, just what you need to start using In Control on your own.

Some people prefer to start with an existing file, rather than create one from scratch. Included on your In Control Disk is a folder of **sample files** showing a variety of ways of using In Control. After copying these

files onto your disk, you can experiment with different organizations to see what suits you best.

For a complete description of all of In Control's features, refer to the **Reference** section. There is no need to read this section from start to finish. For a full explanation of how to use a particular feature, just read the appropriate part of the reference.

Lastly, use the **Contents** and the **Index** to help you quickly find the information you need.

Installing In Control

This section describes the steps to install In Control on your computer and to personalize and register your copy.

Requirements

In Control requires the following equipment and software:

System 7 Users: In Control provides Balloon Help, supports TrueType and the required AppleEvents, and is 32-bit compatible.

Macintosh:	Macintosh Plus or greater
System Software:	Version 6.0.7 or later
Minimum memory:	1 Megabyte
Minimum storage:	Two 800K floppy disk drives or a hard disk
Optional Printer:	Any Macintosh-compatible printer

To print on any LaserWriter, LaserWriter software version 3.0 or later is required.

Always use the most current system software recommended by Apple Computer for your equipment.

In Control Package Contents

The In Control package contains the following:

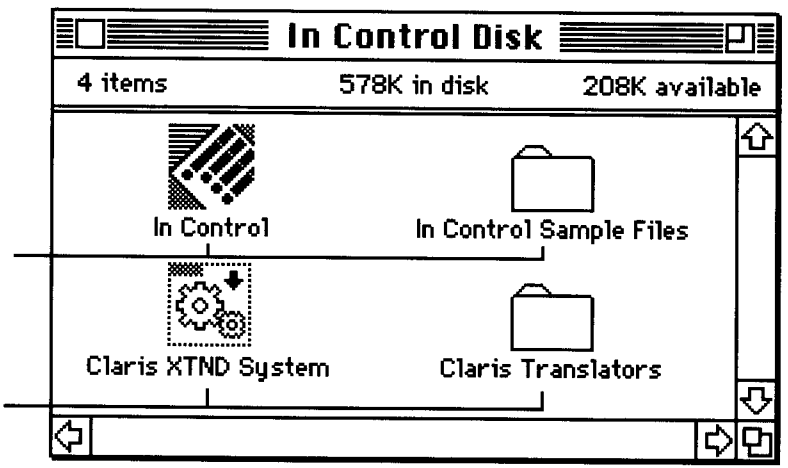
- This manual
- One In Control Disk in an envelope printed with the Software License Agreement. The In Control Disk contains:

  The In Control application
  In Control Sample Files (folder)
  Claris XTND System
  Claris Translators (folder)

- One In Control registration card

To Install In Control on a Hard Disk System

1. **Copy the *In Control* application and the folder *In Control Sample Files* from the In Control Disk onto your hard disk.**
   You may copy them into any folder on your hard disk that you find convenient.



Copy these onto your hard disk anywhere you want.

These go in your Claris folder. See step 2.

2. **Copy the file *Claris XTND System* and the folder *Claris Translators* from the In Control Disk into a folder called *Claris* inside your System Folder.**

If you do not already have a folder called "Claris" inside your System Folder, create a new one first. The Claris XTND System file must be in this folder for In Control to be able to import and export data to and from other applications using XTND translator files.

If you are running System 7, you can instead copy the Claris XTND System file and the Claris Translators folder into the Extensions folder in the System Folder.

If you already have a folder containing XTND translator files in your Claris Folder, don't replace it. Instead, copy the individual files from the Claris Translators folder on the In Control Disk into the preexisting folder on your hard disk.

The Claris Translators folder contains translator files for MacWrite 5.0 and for MacWrite II. If you will not be importing or exporting data to these applications, you do not need to copy these translator files.

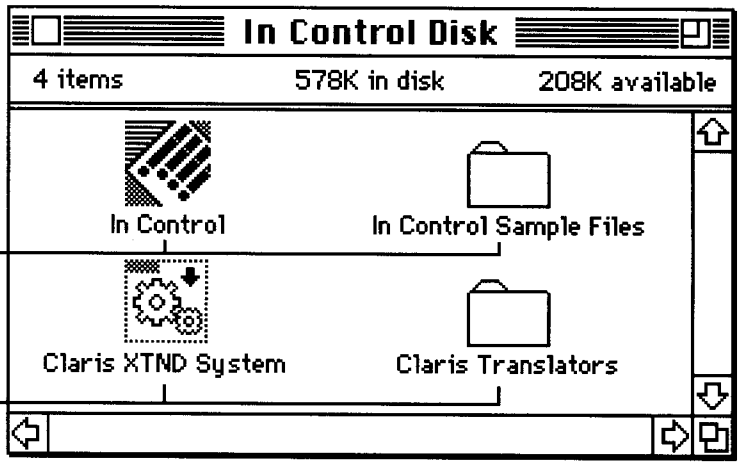
Other XTND translator files are available from many vendors for many popular applications, such as Microsoft® Word and Works, MORE, Acta, and others. For more information about importing and exporting data, see *Importing and Exporting Data,* in the Reference section.

3. **Store your original In Control Disk in a safe place.**
Never use the original In Control Disk as your working copy.

To Install In Control on a Floppy Disk System

1. **Copy the *In Control* application and the folder *In Control Sample Files* to another floppy disk.**

   - If you have only one floppy disk drive, also copy your own System Folder onto this disk.
   - If you are low on disk space, you can copy the In Control Sample Files folder onto another disk.



Copy these onto another floppy disk.

These go in your Claris folder. See step 2.

2. **Copy the file *Claris XTND System* from the In Control Disk into a folder called *Claris* inside your System Folder.**
   If you do not already have a folder called Claris inside your System Folder, create a new one first. The Claris XTND System file must be in this folder for In Control to be able to import and export data to and from other applications using XTND translator files.

   If you already have a folder containing XTND translator files in your Claris Folder, don't replace it. Instead, copy the individual files from the Claris Translators folder on the In Control Disk into the folder in your System Folder.

   The Claris Translators folder contains translator files for MacWrite 5.0 and for MacWrite II. If you will not be importing or exporting data to these applications, you do not need to copy these translator files.

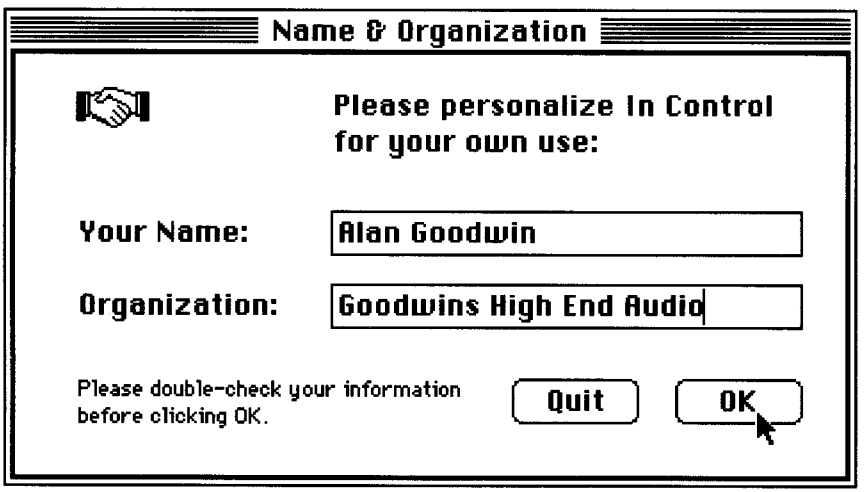
Other XTND translator files are available from many vendors for many popular applications, such as Microsoft Word and Works, MORE, Acta, and others. For more information about importing and exporting data, see *Importing and Exporting Data,* in the Reference section.

2. **Store your original In Control Disk in a safe place.**
   Never use the original In Control disk as your working copy.

To Personalize Your Copy of In Control

Each copy of In Control is for use on a single computer at any one time. If more than one person will be using In Control at one time, each person must have their own licensed copy.

1. **Open the In Control application.**
   The first time you open the application, In Control displays a dialog for you to personalize your copy with your name and, optionally, your organization.



2. **Type your name.**
3. **Press Tab to move the insertion point to the Organization box.**
4. **Type the name of your organization, if you have one.**
5. **After double-checking to make sure the information you typed is correct, click OK.**

To help ensure that your information is correct, the Return and Enter keys have been disabled in this dialog box.

In Control automatically opens a new untitled file for you to work with. When you are done working with In Control, choose Quit from the file menu.

To Install In Control in the Apple Menu

If you are running Apple's System 7 software, you can install In Control in the Apple menu. This lets you to conveniently choose In Control from within any application.

1. **After installing In Control, select the In Control application icon in the Finder.**
2. **Choose *Make Alias* from the File menu.**
3. **Move the file *In Control alias* to the folder *Apple Menu Items* in the System Folder.**
   You can rename the alias if you wish. For more information on using aliases and installing files in the Apple Menu, refer to the manual for Apple's System 7 software.

To Register Your Copy of In Control

By registering your copy of In Control, you are entitled to Attain's free technical support Hot Line (see *Appendix 2: If You Need Help).* You'll also be notified of all improvements to your software and of discounts on upgrades to future versions of In Control.

1. **Fill out the In Control registration card included in the package.**
2. **Drop it in a mailbox; we'll pay the postage.**

Picturebook Tour

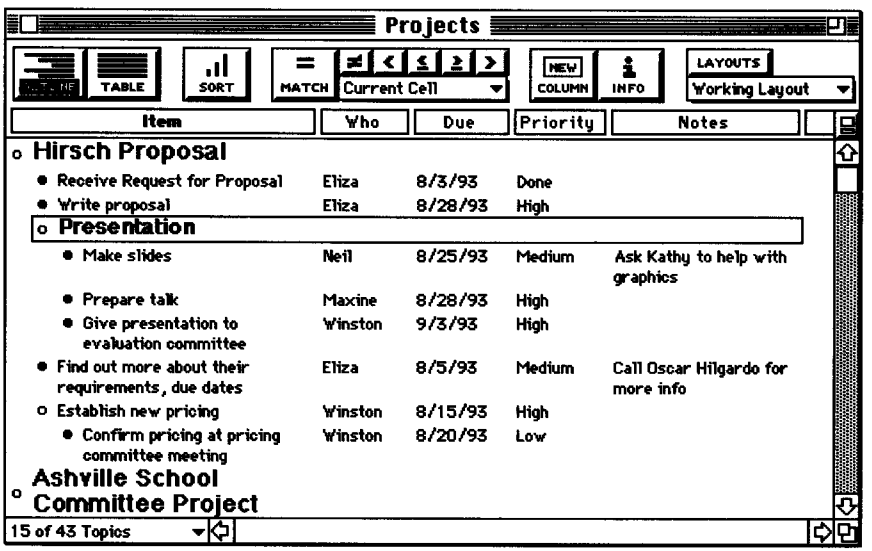
This section provides a quick overview of the most important concepts used in In Control. If you're the type that wants only a brief orientation before jumping in and using the software, this is the section to read. Also read this section for a quick introduction before starting the tutorial. For step-by-step instructions, refer to the Tutorial or Reference sections, later in this manual.

The In Control Window

*The **Control Panel** lets you directly manage the topics in the file, bypassing the menu.*

*The **Data Area** contains the topics you create. Each horizontal row is a topic.*

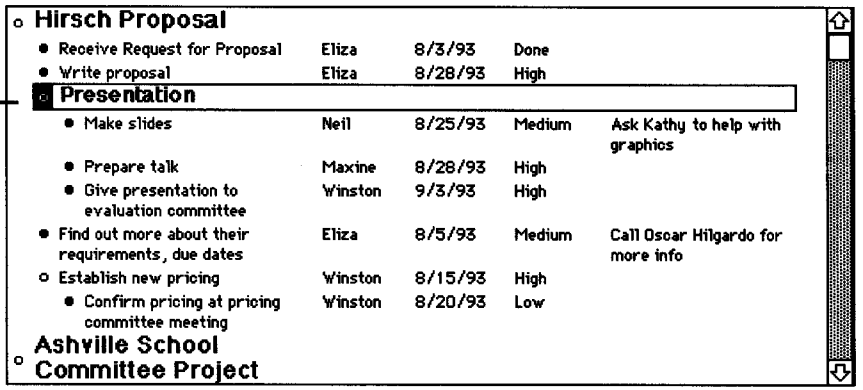
*The **Status Area** shows the number of topics in the view or other status information you choose. Some of the topics in this example are scrolled off the bottom of the window.*



Topics

*The **Current Topic** is indicated by a rectangle around it. Click the bullet (o) or press Enter to select an entire topic.*

*Choose **New Topic** from the Outline menu or press Return to create a new topic. Choose **New Indented Topic** or **New Outdented Topic** to create a new topic indented one level more than or less than the current topic, respectively.*

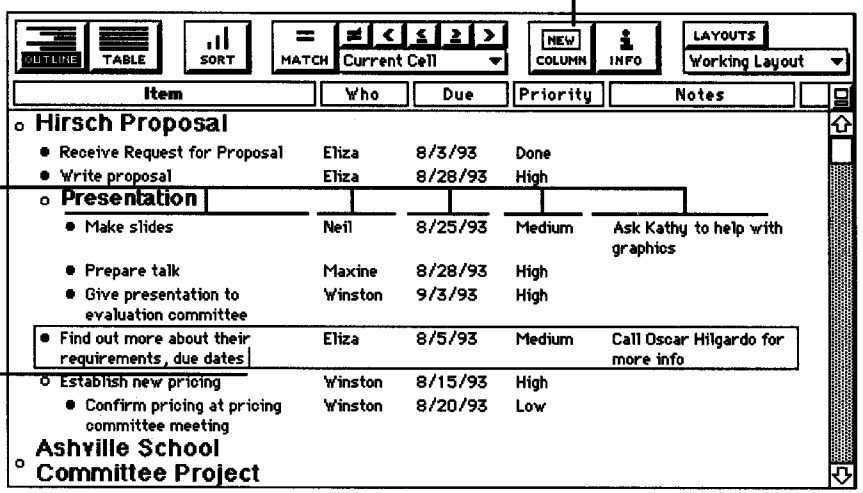

Hirsch Proposal
Receive Request for Proposal Eliza 8/3/93 Done
Write proposal Eliza 8/28/93 High
Presentation
Make slides Neil 8/25/93 Medium Ask Kathy to help with graphics
Prepare talk Maxine 8/28/93 High
Give presentation to evaluation committee Winston 9/3/93 High
Find out more about their requirements, due dates Eliza 8/5/93 Medium Call Oscar Hilgardo for more info
Establish new pricing Winston 8/15/93 High
Confirm pricing at pricing committee meeting Winston 8/20/93 Low
Ashville School Committee Project

Columns

*Click the New Column button or choose **New Column** from the Control menu to create as many columns as you need.*

*Each topic in a file contains the same number of **cells**, one for each column.*

*Press **Tab** to move the insertion point to the cell in the next column to the right.*



Control Panel

*Click the **Outline** button to see the topics arranged in an outline in the Outline View. Click the **Table** button to see the topics arranged with no indenting in the Table View.*

*Click the **Sort** button to sort the topics according to the values in the current column.*

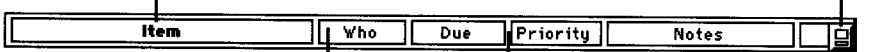
*Click the **New Column** button to create a new column. Click the **Column Info** button to change the characteristics of the current column.*

*Click a **Match** button to view just those topics that have the value you specify. Use the pop-up menu to choose the value to match.*

*Click the **Layouts** button to save, rename, update or delete the current column arrangement. Choose from the Layouts pop-up menu to switch to a previously-saved column arrangement.*

*Click a **Column Title** to make it the current column.*
*The **Current Column** is shown in bold type.*

Click here to hide or show the buttons in the control panel.



Drag a column title to change the order of columns.

Drag the divider at the right of the column to change the column's width.

Outline View and Table View

In Control lets you see and arrange your data using two views, the Outline View and the Table View.

Outline View

Use the Outline View when you want to control the order and indentation of topics in the outline.

Several commands automatically switch from Table View to Outline View, so you can see the effects of the command on your outline.

In the Outline View, the Outline button is highlighted. Click the Table button to turn to the Table View.

Drag a bullet to move a topic (along with its sub-topics) to a new location. Use any of the commands in the Outline menu to rearrange the outline.

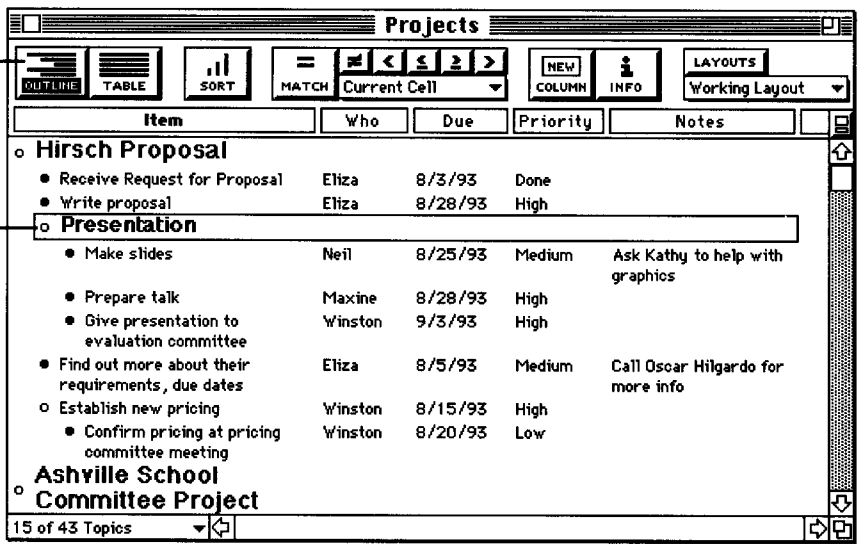


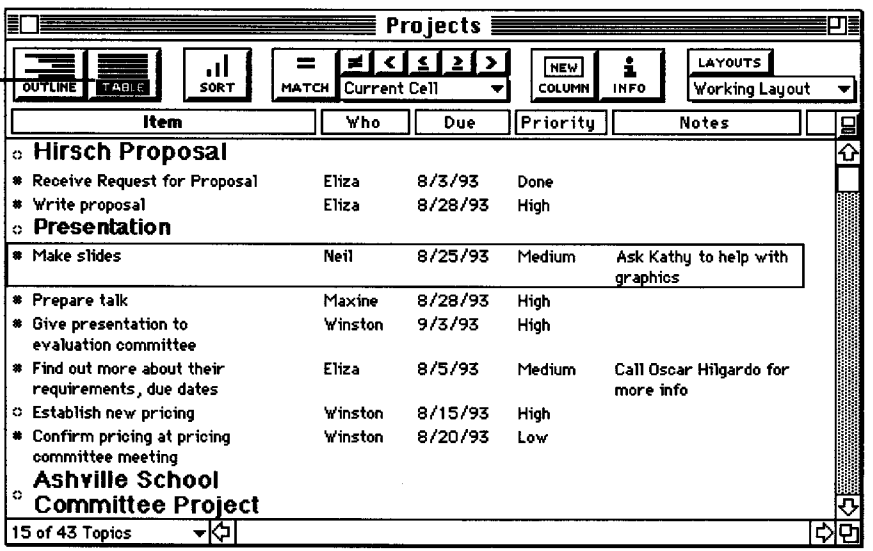
Table View

In the Table View, In Control displays the topics in a list, rather than as an outline. No topics are indented.

In Control automatically switches to Table View to show you the topics in sorted order when you use the Sort command, and to show you the topics that match when you use the Match command.

In the Table View, the Table button is highlighted. Click the Outline button to return to the Outline View.

In the Table View, there is no outlining and topics are not indented. The bullets are dimmed to indicate that topics can't be dragged.



Outlining

In the Outline View, you can arrange your topics in an outline, using indentation to indicate hierarchical relationships between topics.

The first, leftmost column is different from the other columns; it's the only column that can be indented. Use the commands in the Outline menu to arrange the topics in the outline.

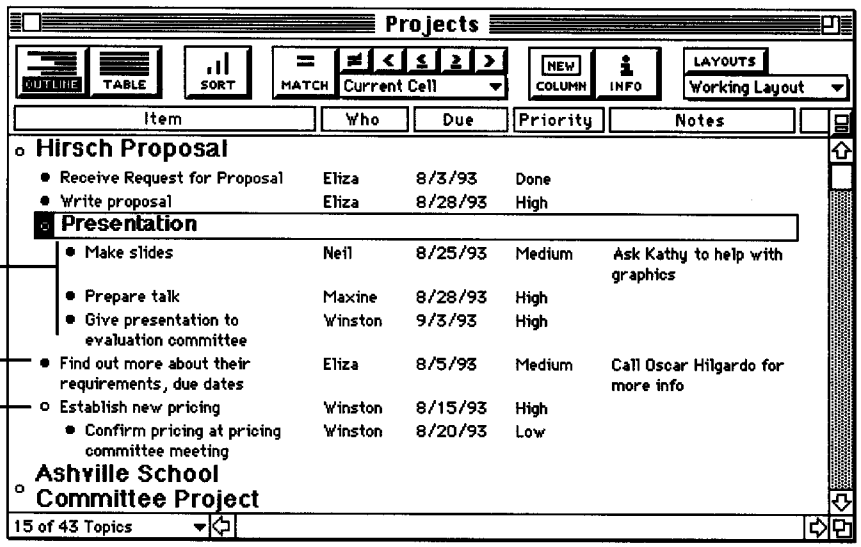
Use the commands for collapsing and expanding topics to hide or reveal the detail contained in sub-topics.

Outline Components

Topics that are indented under a topic are its ***sub-topics.***

A topic that has no sub-topics is indicated by a ***solid bullet.***

A topic that has sub-topics is indicated by a ***hollow bullet.***

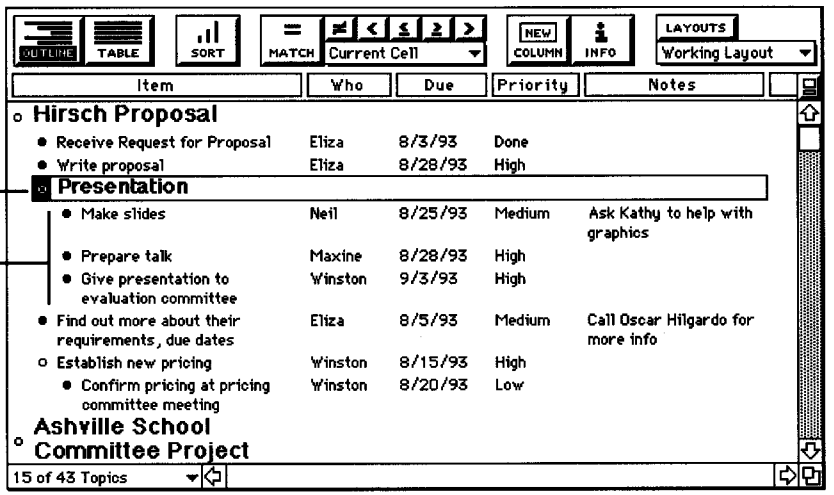


Collapsing

*Double-click the hollow bullet or choose **Collapse** to hide a topic's sub-topics.*

After collapsing, these topics will be hidden.

The status area shows the number of topics in the view and the total number of topics in the file.

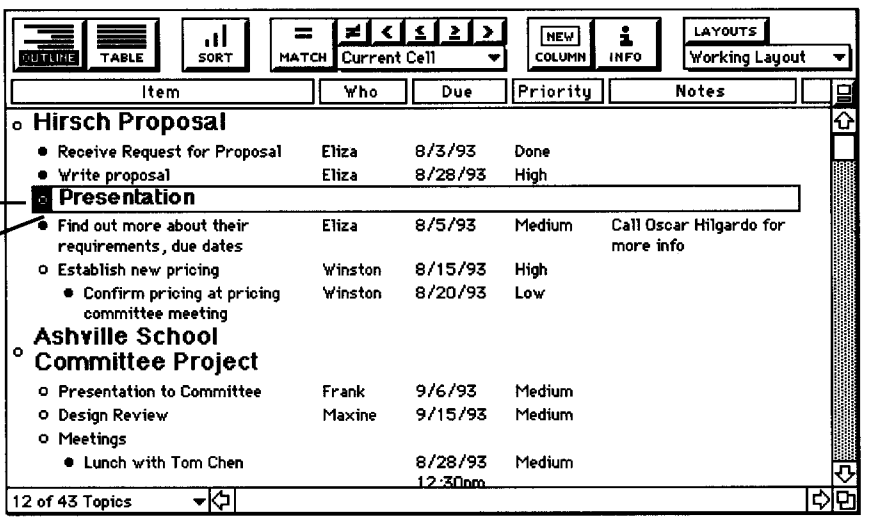


Expanding

*Double-click here or choose **Expand** to return a collapsed topic's sub-topics to view.*

Because this topic is currently collapsed, its sub-topics are not visible. The hollow bullet indicates it still has sub-topics.

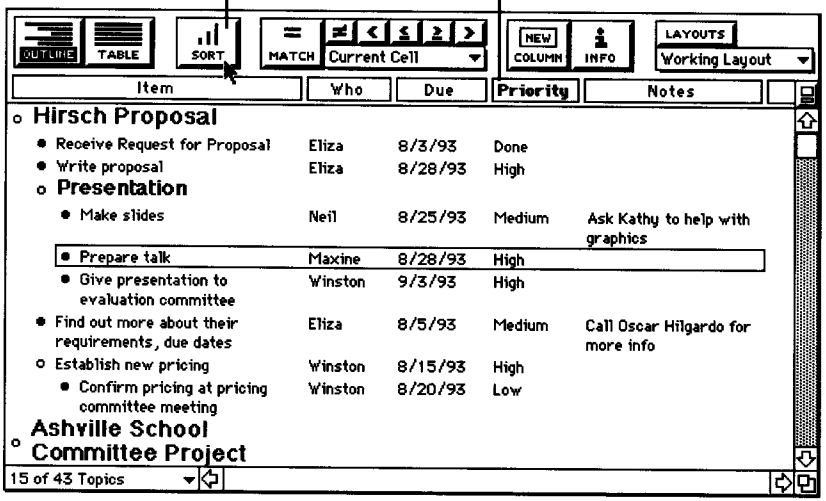
After collapsing, the status area shows a smaller number of topics in the view.



Sorting

*Click the **Sort** button...*

(The current column will be sorted. Its title is shown in bold.)

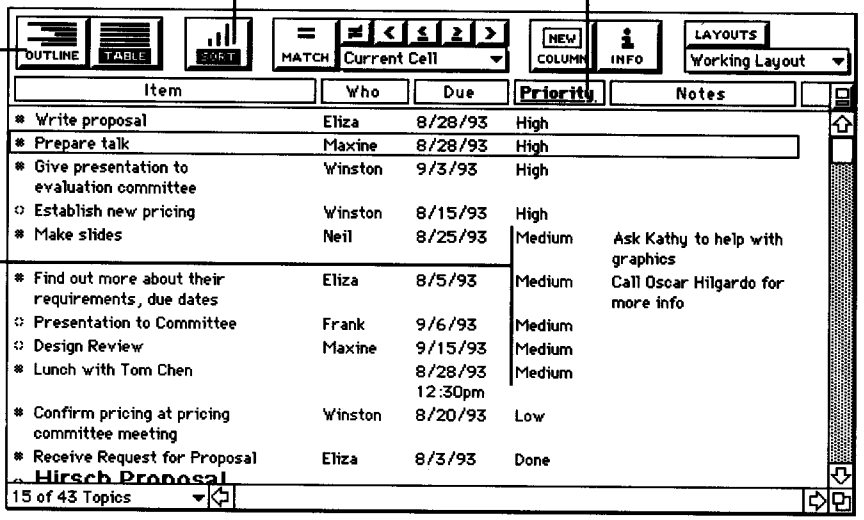


...And In Control sorts the topics in order according to the values in the current column and displays them in the Table View.

The Sort button is highlighted, indicating that the topics are in sorted order.

The sorted column is underlined.

*Click the **Outline** button to return to the Outline View.*

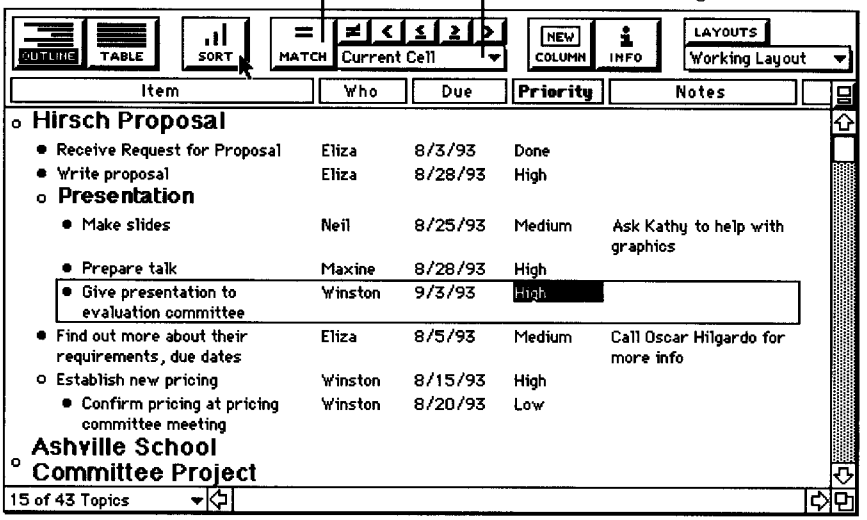

OUTLINE
TABLE
SORT
MATCH
Current Cell
NEW COLUMN
INFO
LAYOUTS
Working Layout
Item
Who
Due
Priority
Notes
Write proposal Eliza 8/28/93 High
Prepare talk Maxine 8/28/93 High
Give presentation to evaluation committee Winston 9/3/93 High
Establish new pricing Winston 8/15/93 High
Make slides Neil 8/25/93 Medium Ask Kathy to help with graphics
Find out more about their requirements, due dates Eliza 8/5/93 Medium Call Oscar Hilgardo for more info
Presentation to Committee Frank 9/6/93 Medium
Design Review Maxine 9/15/93 Medium
Lunch with Tom Chen 8/28/93 12:30pm Medium
Confirm pricing at pricing committee meeting Winston 8/20/93 Low
Receive Request for Proposal Eliza 8/3/93 Done
Hirsch Proposal
15 of 43 Topics

*To further sort topics that were "tied" in the previous sort, click on a different column title, then Shift-click the Sort button or choose **Sub-sort** from the Control menu.*

Matching

*Click the **Match** = (equals) button...*

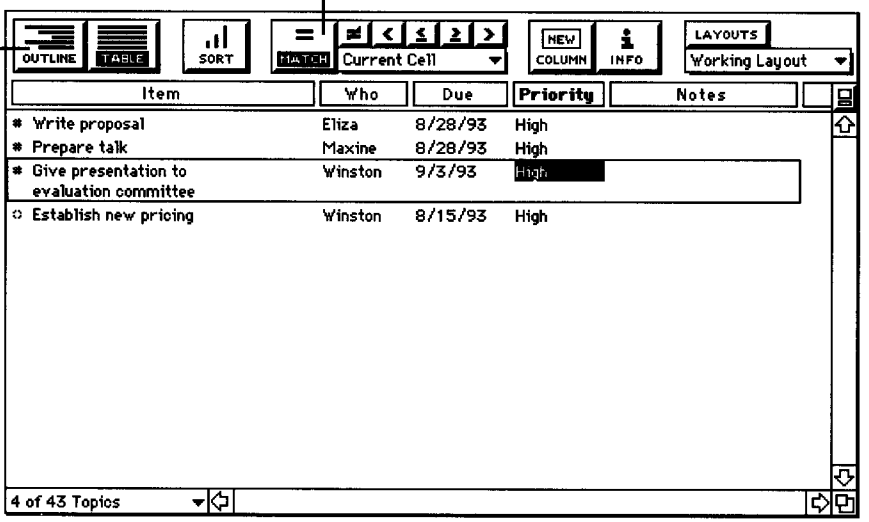
...With this pop-up menu indicating the value to match. The pop-up menu is currently set to match the value in the current cell, "High"...



...And In Control finds just those topics that match the current cell and displays them in the Table View.

The Match button is highlighted, indicating that only topics that match are shown.

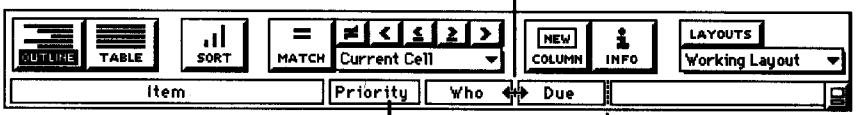
*Click the **Outline** button to return to viewing the topics in the Outline View.*



The status area shows the number of matching topics in the Table View and the total number of topics in the file.

Column Arrangements and Layouts

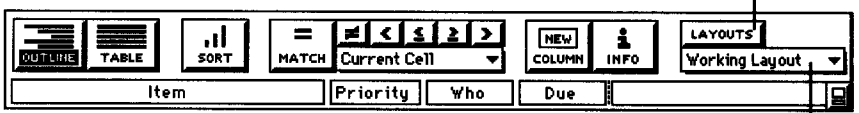
Drag a column divider left or right to change the column's width.



Drag a column title left or right to move the column to a new location.

Drag a column divider all the way to the left to hide the column. A dotted line in the divider indicates a hidden column. To show a hidden column, drag the dotted divider right.

To save the current arrangement of column order and column widths in a layout, click the ***Layouts*** *button.*



*Choose from this pop-up menu to display the topics using a saved layout. (***Working Layout** *is the name used to indicate a column arrangement that has not been saved.)*

Tutorial

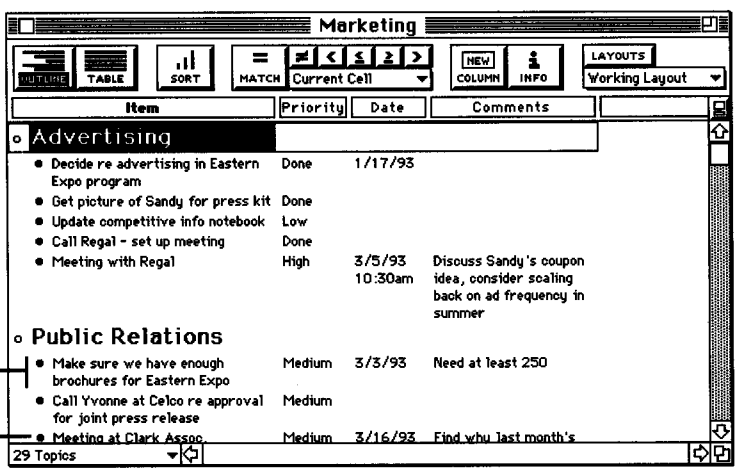
This tutorial leads you, step by step, through the most basic ways of using In Control. It uses a sample file included on the In Control Disk. This tutorial is intended to give a quick overview of In Control. For more detailed instructions and for explanations of the many other commands, refer to the *Reference.*

This tutorial takes about 30 minutes to complete.

Opening the Sample File

This tutorial assumes you have already completed the installation of In Control, including copying the sample files onto your working disk. For instructions, see the earlier section, *Installing In Control.*

- **Open the sample file, *Marketing*, in the In Control Sample Files folder.**
  In Control displays the file, as shown below.



The first column is indented to show a hierarchy. These topics all relate to Advertising.

Each row is called a topic.

Each topic has a bullet at the left.

A marketing manager set up this sample file to keep track of activities in the marketing department. The manager created columns to keep track of the priorities and dates of various projects, plus another column to record notes and comments.

As in all In Control files, the first column is different from the other columns. It is indented in an outline, to show a hierarchy. The name of each column is shown across the top of the window.

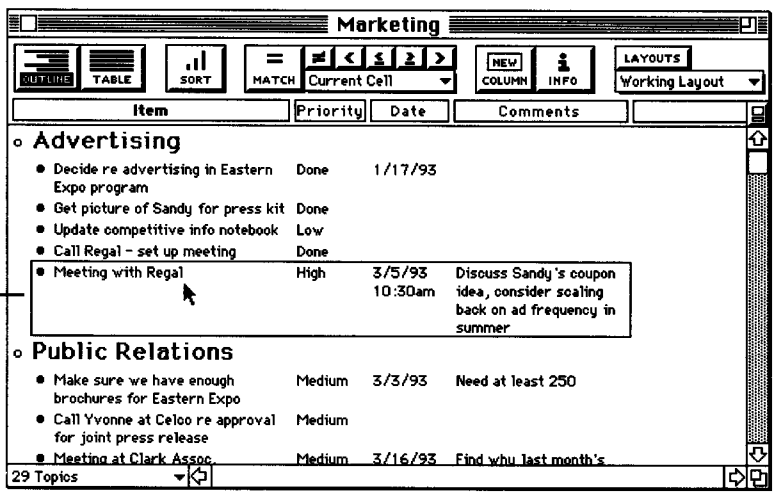
Each row across the file is called a **topic**. Each topic is indicated by a bullet, the dot at the left of the row.

Adding a New Topic

When you add a new topic, it appears after the current topic. The current topic is indicated by a rectangle around it. Let's add a new topic indented under the Advertising topic.

- **Click anywhere in the Meeting with Regal topic, the last topic indented beneath the Advertising topic.**
  In Control indicates that the Meeting with Regal topic is the current topic by drawing a rectangle around it.

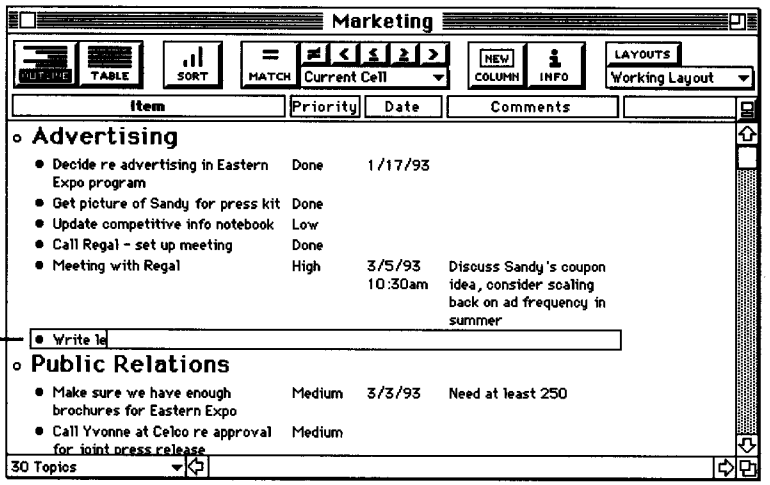
The Current Topic is shown with a rectangle around it.



- **Choose *New Topic* from the Outline menu or press the Return key.**
  In Control adds a new topic under the selected topic.

- **Type in the first column:**

  ```
  Write letters
  ```

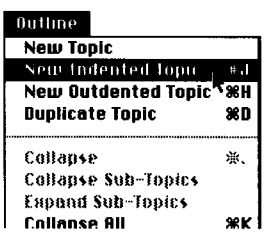


The New Topic you just added.

Rather than have this topic be a task in itself, we'll have this topic be a heading for another topic indented underneath it. That way, when we have other letters to write, we can add those topics in the same location, indented under the Write Letters heading.

Adding a New Indented Topic

So now let's add a topic indented under "Write Letters."



- **Choose *New Indented Topic* from the Outline menu.**
- **Type in the first column:**

  ```
  Letter to Pat Dowling
  ```

- **Press Tab to move to the Priority column, then type:**

  m

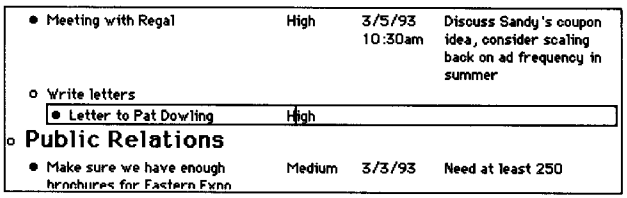
Notice that as soon as you type the letter M, In Control automatically types the word Medium.

Let's change the priority to High:

- **Press the Delete key to delete the letter m, then type:**

  h

  In Control completes the rest of the word, typing High.



- **Press Tab to move to the Due Date column, then Type:**

  2/10/93

- **Press Tab to move to the Comments column, then Type:**

  Remind about deadline

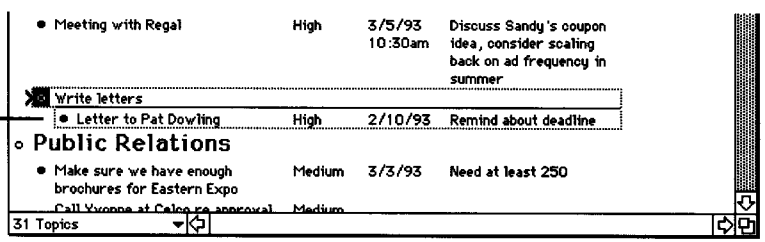
  You have now successfully added two new topics and entered data in them.

Moving Topics

An outline you create in In Control is not a static list of topics. You can arrange and rearrange the topics in any order, with any indentation you want. Topics and their sub-topics can be dragged to any location in the outline. Let's move the topics we just created so they are indented under the Public Relations heading.

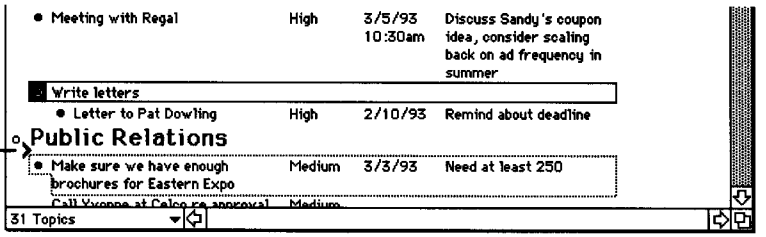
- **Drag the hollow bullet (the small circle) at the left of the Write letters topic straight down so that the pointer is between the Public Relations topic and the one below, then release the mouse button.**

A gray outline indicates the topics you are dragging.

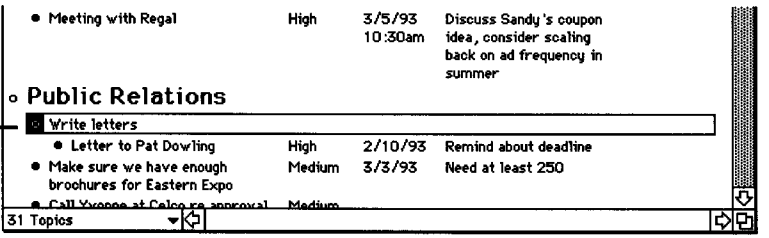


As you drag, In Control displays a gray outline of the topics you are dragging. Release the mouse button when the gray outline overlaps the first topic beneath the Public Relations heading.

While you drag topics, the pointer changes to show where the moved topics will be inserted.



The topics you dragged are now in their new position.



When you drag a topic, all topics indented beneath it are automatically dragged with it, so you don't have to drag each one separately. Dragging allows you to move any topic with its sub-topics to any location in the outline.

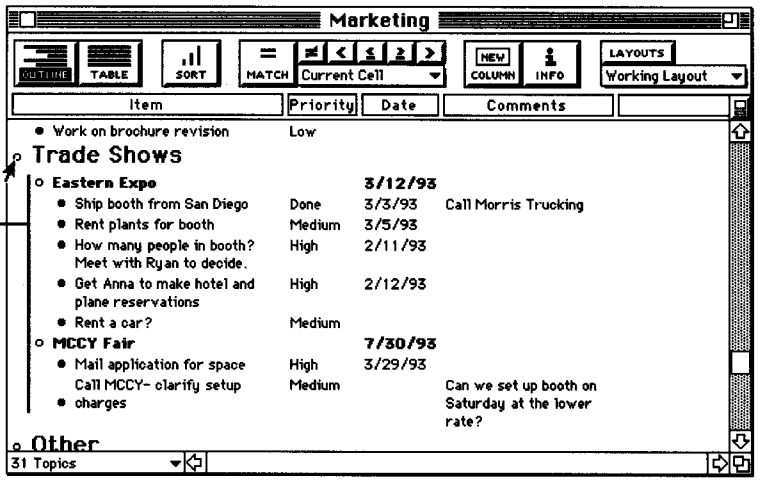
Collapsing and Expanding the Outline

In Control uses powerful outlining techniques to help you manage the topics in a file.

If you have used outlining software such as MORE or Acta, these steps will seem familiar.

You use collapsing and expanding to control how much detail you want to see in each section of the outline. In this example, we'll use collapsing to hide the detailed sub-topics under the Trade Shows topic.

- **Scroll down until the topic, Trade Shows, is near the top of the window.**

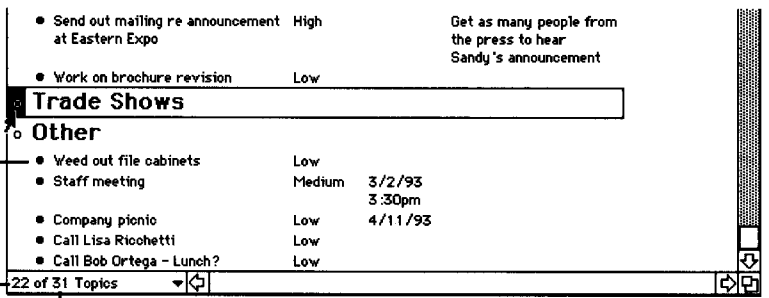


These topics are indented underneath Trade Shows.

To collapse the current topic you can double-click the bullet or choose Collapse from the Outline menu.

- **Double-click the hollow bullet at the left of the Trade Shows topic.** Notice that the topics indented underneath the Trade Shows topic are now hidden. This is called collapsing.

Take a look at the bullet at the left of the Trade Shows topic. The hollow bullet indicates that there are topics indented underneath this topic, whether you can see them or not. A solid bullet indicates that a topic has no sub-topics. Only topics that have hollow bullets can be collapsed.



Hollow bullet

Solid bullet

22 topics are currently visible.

There are 31 topics in this file.

Look at the status area at the bottom left of the window. It shows two numbers. The first number is the number of topics that are currently visible. The second number is the number of topics in the entire file.

Now let's return the hidden topics to view.

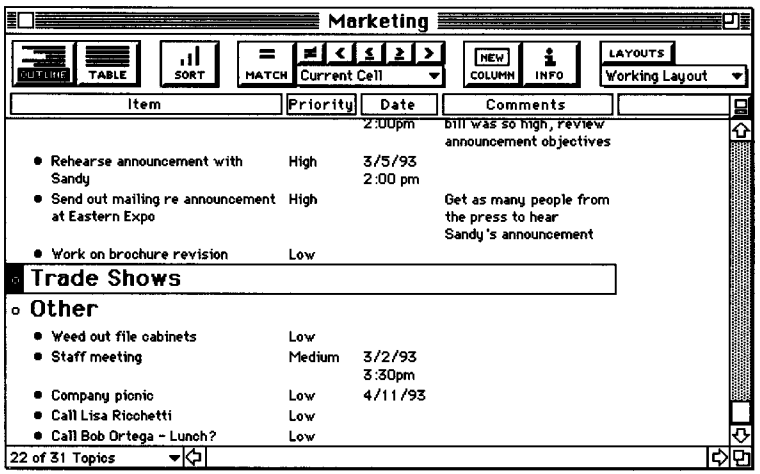
To expand the current topic you can double-click the bullet or choose Expand from the Outline menu.

- **Double-click the bullet at the left of the Trade Shows topic again, or choose *Expand* from the Outline menu.**

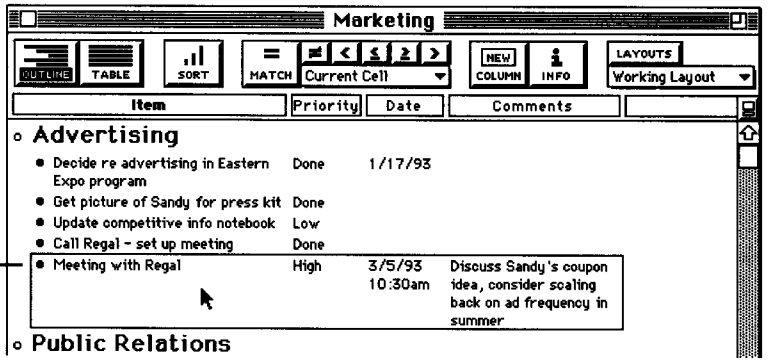
  Now notice that the status area shows only the number of topics in the file, since none are hidden by collapsing.

  You now know how to collapse and expand. Let's collapse this same topic again to hide its sub-topics from view.

- **Once more, Double-click the bullet at the left of the Trade Shows topic to collapse it.**
  Your file should now look like this:



- **Scroll back up to the top of the file.**
- **Click anywhere in the topic, Meeting with Regal, indented under the Advertising topic.**

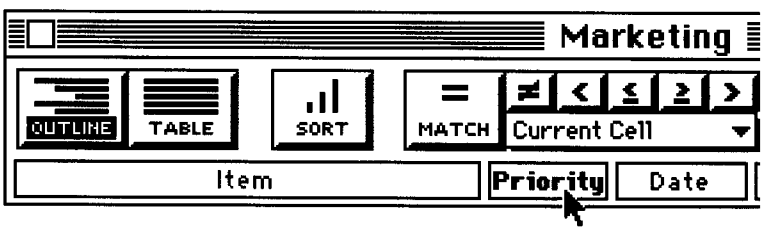


The current topic

Sorting Columns

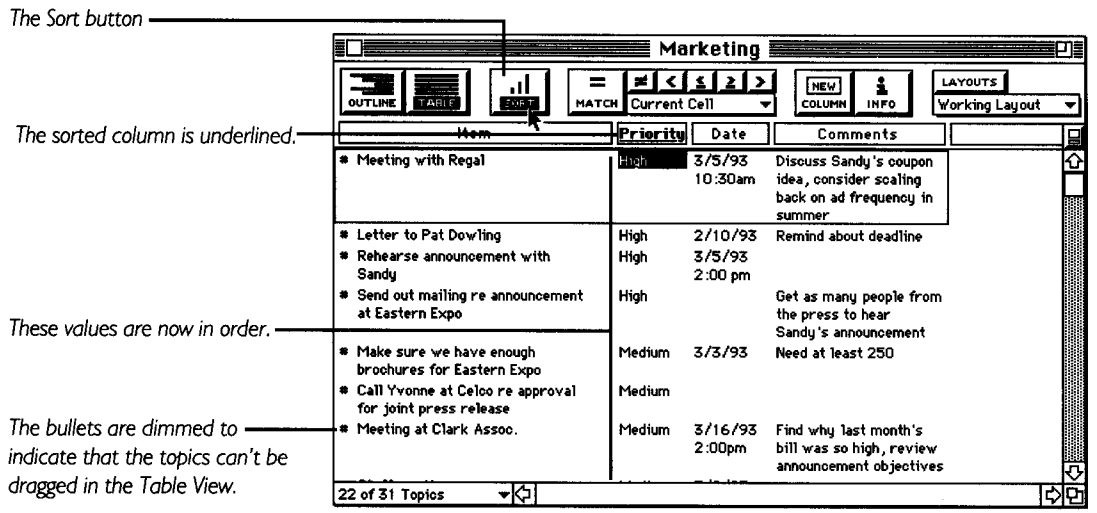
With the Trade Shows sub-topics hidden, suppose we now want to see the remaining to-do's in order by priority. We'll do this by sorting by the Priority column.

- **Click the column title labeled Priority, near the top of the window.**



This makes the Priority column be the current column. The current column is indicated by its name shown in bold type.

- **Click the Sort button at the top of the window.**
This button sorts the visible topics by the values in the Priority column. The Priority column title is underlined, indicating that this is the column that is in order. The Sort button is now highlighted to indicate that the topics are sorted.

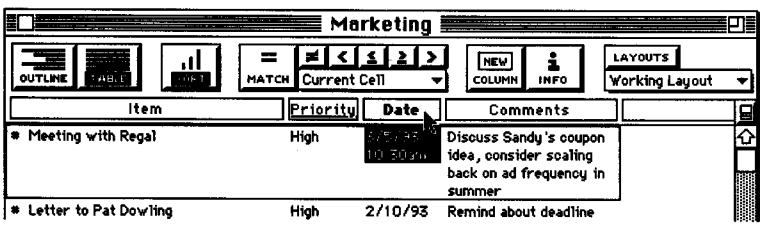


- **Scroll from the top to the bottom of the file.**
  Notice that the highest priority topics are at the top, the less-high ones come later, and topics that have no priority assigned or that are marked "Done" are at the bottom.

  Also note that the topics are no longer in the outline order and that the indenting has been removed. The Table button is highlighted, indicating that the file is displaying data in the Table View instead of the Outline View.

  Now let's look at the topics in order by date, instead of by priority.

- **Click the column title labeled Date.**
  This makes the Date column be the current column. The current column is indicated by its title shown in bold type.



- **Click the Sort button at the top of the window.**
  This button sorts the visible topics in order according to the values in the Date column, in chronological order. Topics with the same date are sorted in order by time, from earliest to latest.

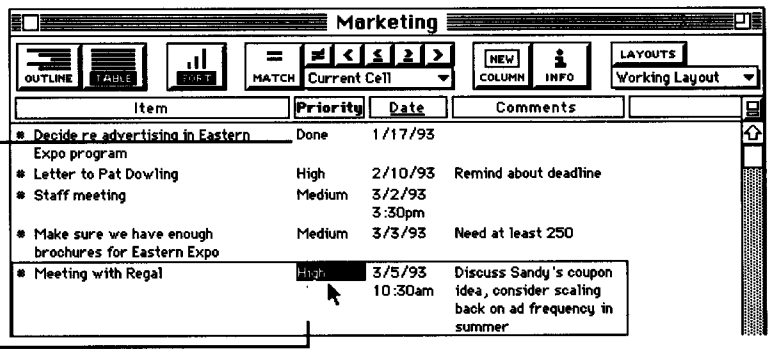
Matching a Small Set of Topics

You can use In Control to focus on just a small set of topics that match a particular value. In this example, suppose we are interested in seeing only the high priority tasks and not the less important ones. To do this, we'll match the topics that have High in the Priority column.

- **Click on any cell that contains "High" in the Priority column.**

The Current Column is the column that the current cell is in. Its title is shown in bold.

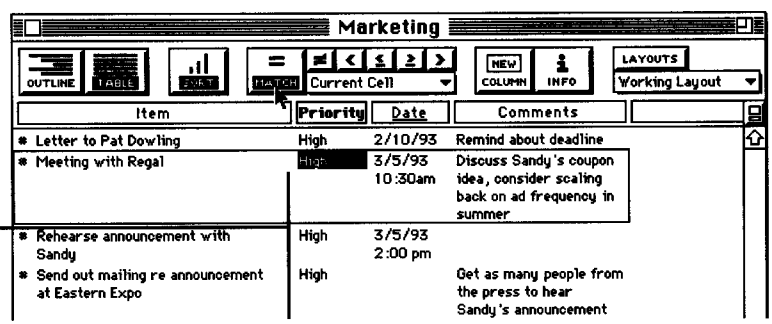
The Current Cell is the one containing either the text selection or the blinking insertion point.



The current cell now contains "High," and the Priority column is highlighted.

- **Click the Match = (equals) button.**

After matching, only topics with the value "High" in the Priority column are shown.



With In Control, you can use sorting, collapsing, and matching together to view just the topics you want, in the order you want.

In Control displays in the Table View only those topics that matched (were equal to) the current cell. All the topics in the Table View have "High" in the Priority column.

The topics are still sorted in order by date, since they were sorted before we matched. Using sorting and matching together lets us look at just the high priority tasks in order by date.

Switching between Outline View and Table View

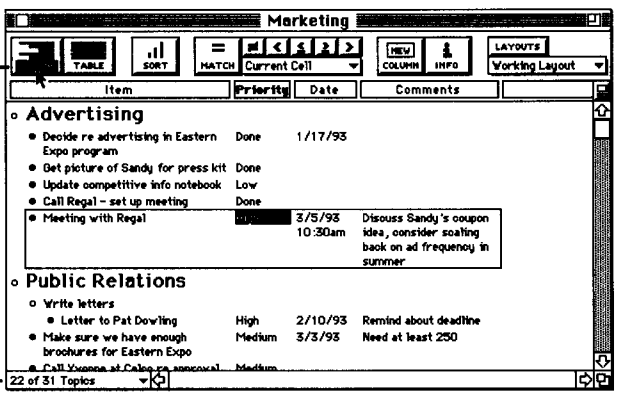
After sorting or matching, the topics are shown in the Table View, with no indenting. You can switch at any time from the Table View to the Outline View.

Before we switch views, first look at the status area at the bottom left of the window. It shows the number of topics in the Table View and the total number of topics in the file.

Now we'll return to the Outline View.

- **Click the Outline button at the top left of the window to switch back to the Outline View.**
  In Control switches to the Outline View, showing all the topics that were displayed before matching, in their original, indented order. The Outline View is where we can collapse and expand topics and add new topics.

The Outline button



In the Outline View, 22 visible topics in a file containing 31 topics means that 8 are hidden by collapsing.

The status area now shows the number of topics displayed in the Outline View and the total number of topics in the file. Collapsed topics account for the difference between the two numbers.

You can switch back and forth between the Outline View and the Table View by clicking the Outline and Table buttons, or by choosing Outline View and Table View from the Control menu, or by pressing Command-B.

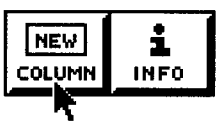
- **Click the Table button at the top left of the window to switch back to the Table View.**

Notice that back in the Table View, we are again looking at the topics that matched, and in the sorted order. The buttons at the top of the window are highlighted to indicate this.

Creating a New Column

In Control lets you create as many columns as you want, to contain whatever information you need. A new In Control file contains only one column, for holding the outline. You add all other columns to keep track of information important to you.

In this example, we'd like to keep track of the people we've assigned specific tasks. So let's add a new column, called Who.



- **Click the New Column button, or choose *New Column* from the Control menu.**

In Control displays the Column Info dialog. In this dialog you can specify everything about the new column.

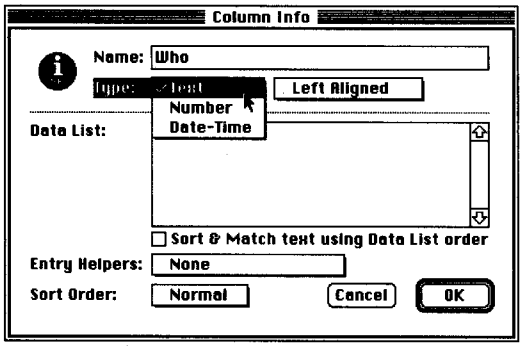
- **Type the name for the new column:**

```
Who
```

The name Who replaces Column, the initial name for the new column.

Now let's look at the Type pop-up menu, which lets us choose the kind of information we'll be putting in this column.

- **Pull down the Type pop-up menu, below the column name, and look at the choices.**



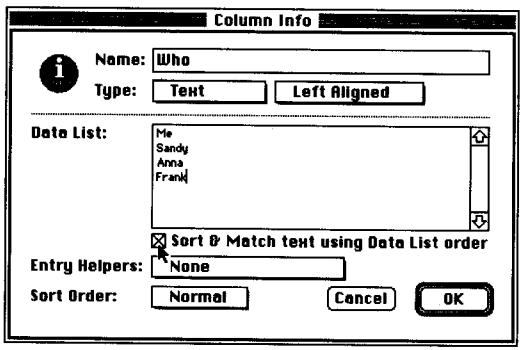
Currently, this column is set to hold Text. We could instead choose Number, to hold numbers in the column, or choose Date-Time, to hold dates, times, or dates and times together. Since we want to hold peoples' names, we'll keep Text as the column type.

- **Leave the Type pop-up menu with Text selected.**
  You may have wondered, earlier in this tutorial when we sorted the topics by priority, how In Control knew that the High priority topics came first, followed by Medium, followed by Low, since this order is not their alphabetic order. The answer is that In Control lets you specify the order you want a column to be sorted in. In the Who column we're keeping track of peoples' names, so we can specify a custom order for the names to be sorted in. To specify a custom order, we'll type the names in that order in the Data List.
- **Position the insertion point in the Data List.**
- **Type:**

```
Me
Sandy
Anna
Frank
```

At the end of each line, press the Return key.

- **Click the check box next to the option, *Sort and Match Text using Data List order.***



This instructs In Control not to use alphabetic order when you sort the topics, but to instead use the order of the names you typed in the Data List. If we wanted normal alphabetic order, we would leave the check box unchecked.

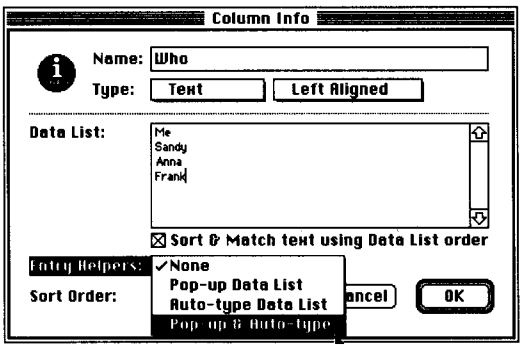
Now let's make it easier for us to enter these names in our topics.

- **Pull down the Entry Helpers pop-up menu and look at the choices.** The chosen option, None, tells In Control to provide no extra assistance when you enter data; the only way to directly enter data in this column is by typing or pasting.

  The second option, Pop-up Data List, tells In Control to put the values that are in the Data List into a pop-up menu, so you can use the mouse to choose a value to enter in this column.

  The next option, Auto-type Data List, tells In Control to automatically complete what you type, based on the values in the Data List. This was what made In Control type High when you typed *h*, and type Medium when you typed *m*, in the Priority column. The last option has both the Pop-up and the Auto-type options turned on at once.

- **Choose the last option, Pop-up & Auto-type, from the Entry Helpers pop-up menu.**



After we leave this dialog, we'll take advantage of the Entry Helpers we just chose.

The last pop-up menu lets you specify whether you want a normal order or the reverse order when you sort the topics. We'll leave that option set to normal.

Now let's leave this dialog.

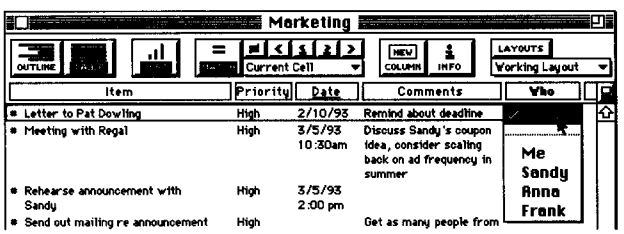
- **Click OK.**
  In Control creates the Who column to the right of the Comments column.

Using Pop-up Menus for Data Entry

Let's now add data to the Who column, using the pop-up menu we created using Entry Helpers.

- **In the topic, Letter to Pat Dowling, at the top of the list of topics, pull down the pop-up menu in the Who column.**

Adding data is as easy as choosing from a menu.



- **Choose Anna from the pop-up menu.**
  In Control types Anna in the cell.

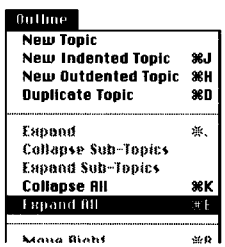
  Now let's make sure that each of the high priority to-do's is assigned to someone. Because we are still looking at the high priority to-do's only, assigning people to these tasks is easy.

- **For each of the topics in the Table View, choose a name from the pop-up menu.**
  For variety, also try typing the first few letters of some of the names, to take advantage of the Auto-type Data List feature.

Auto-Type enters names with the touch of a few keys.

Expanding All Topics

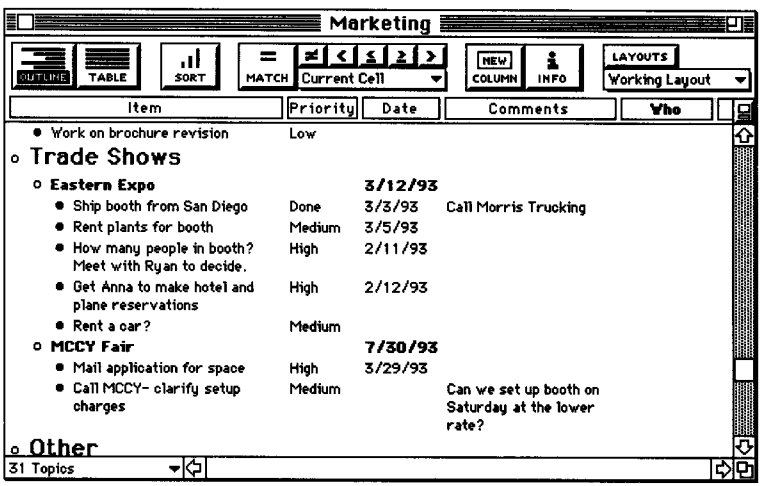
Now let's return to the Outline View, and look at all the topics. Instead of first clicking the Outline button and then expanding the collapsed topics, we'll take a shortcut.



The Expand All command expands all the topics and returns to the Outline View.

- **Choose Expand All from the Outline menu.**
  We're now looking at all the topics in the file. The Status Area at the bottom of the window shows the total number of topics in the file.

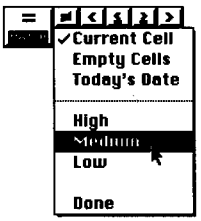
  If you wish, scroll down to see that the Trade Shows topic is expanded and its sub-topics are visible.



Matching a Range of Topics

Just as we matched the topics with "High" in the Priority column, we can also quickly and easily view just those topics in a particular range. In this case, we'll look at the topics with a priority of Medium or higher.

- **Click the Priority column title, to make Priority be the current column.**



- **From the pop-up menu next to the Match button, choose Medium.**
  The Match buttons use the value indicated by this pop-up menu. Normally, this pop-up menu is set to Current Cell, making it easy to view the topics that match the contents of the current cell. This menu also holds all the values entered in the Data List for the current column, making it easy to match any of these values.

- **Click the Match ≤ (precedes or equals) button above the pop-up menu.**
  In Control displays in the Table View only those topics that have a priority that precedes or is equal to Medium, according to the order of the values in the Data List. In other words, In Control displays just those topics with a priority of Medium or higher.

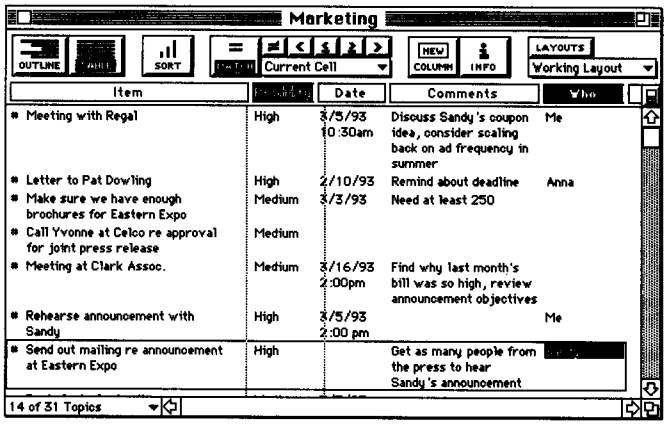
- **Look at the topics that match.**
  Notice that only those topics that have Medium or High in the Priority column are displayed.

Moving and Resizing a Column

In Control lets you arrange columns in whatever order you want.

When we created the Who column, In Control automatically placed it to the right of the last column. But for our use now, it would be more useful if the Who column were right after the first column. So let's move the Who column.

- **Drag the column title of the Who column to the left until the pointer is over the Priority column, then release the mouse button.**



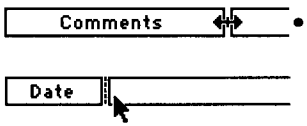
The Priority column is highlighted, showing where the Who column will be moved. When you release the mouse button, In Control moves the Who column to be the new second column.

The Who column is also wider than we need it to be. Let's make it narrower.

- **Drag the column divider at the right of the Who column to the left about 1/4 inch, until it is slightly wider than necessary to hold the longest name, then release the mouse button.**
  As you drag, two vertical lines indicate the width of the column. When you release the mouse button, In Control resizes the column to the width you indicate.

Hiding a Column

In some cases, it is useful to temporarily remove a column from view entirely. In Control lets you do this by reducing the column width to zero. Let's hide the Comments column.



- **Drag the column divider at the right of the Comments column to the left as far is it will go, then release the mouse button.**
  When you release the mouse button, In Control hides the Comments column. The dotted line in the column divider indicates a column is hidden there. At any time you can return a hidden column to view by dragging the dotted column divider to the right.

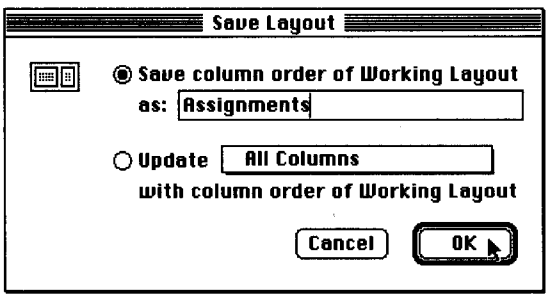
Saving a Layout

This column arrangement is likely to be a useful one. Let's save it in a layout.

- **Click the Layouts button.**
  In Control displays the Save Layout dialog.

Layouts save the column order and column widths so you can quickly restore them later.

Working Layout is the name of a current layout that has not been saved.



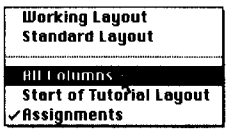
- **Type a name for this new layout. Type:**

  ```
  Assignments
  ```

- **Click OK.**
  In Control creates a new layout called Assignments.

Choosing a Different Layout

Let's now view the file using a different layout. Rather than individually dragging columns and adjusting their widths, we can simply choose from the Layouts pop-up menu a layout that was saved earlier.



In Control lets you switch from one layout to another quickly and easily.

- **From the Layouts pop-up menu at the top of the window, choose the layout called "All Columns".**
  In Control displays the topics using the "All Columns" layout. This layout has all the columns displayed, arranged in a different order and with different widths.

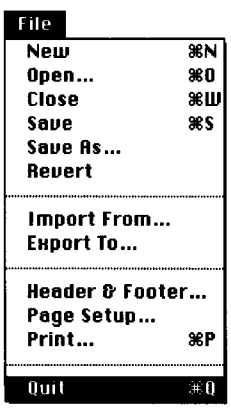
You can create new layouts at any time. You may want one layout for printing staff assignments, another for data entry, and another for status reports.

Returning to the Outline View

Now let's return to the Outline View, to see all the topics in the outline.

- **Click the Outline button at the top-left corner of the window, or choose Outline View from the Control menu.**

Learning More about In Control



This concludes our quick tour of In Control. While you have learned the most useful and powerful tools, In Control has many other commands and techniques to help you manage your to-do's even more efficiently.

Feel free to explore more in this file, or to create a new file and experiment with new columns and topics. When you are done, quit In Control the same way as in all Macintosh applications.

- **Choose *Quit* from the File menu.**
  In Control will ask if you want to save your changes. To leave the file in its original state so you can use the tutorial again, click No. If instead you want to save your changes, click Yes.

System 7 users can also use Balloon Help. For instructions on using Balloon Help, see Displaying Help in the Reference section.

To learn more about In Control, you can open the other sample files included on the application disk and experiment with commands you haven't yet chosen. Or dive right in and start using In Control to manage your own information. For help with any particular command, refer to the *Index* at the back of this manual. The In Control Help and In Control Shortcuts commands in the Window menu provide on-screen assistance.

Reference

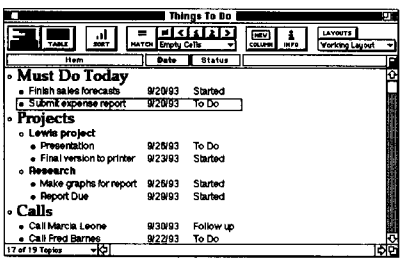
Understanding In Control Basics

This section introduces the most important In Control concepts and describes the most basic commands and techniques you need to use In Control.

Changing Views

In Control gives you two views of your data: the Outline View and the Table View. In the Outline View, you can arrange topics in an outline, using indenting to indicate a hierarchy of topics. In the Table View, all indenting is removed.

In Outline View, topics are arranged in an outline. In Table View, all indenting is removed.



Outline View

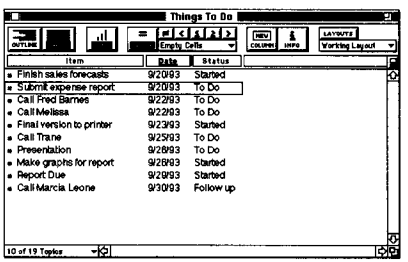

Things To Do
Item
Date
Status
Finish sales forecasts 9/20/93 Started
Submit expense report 9/20/93 To Do
Call Fred Barnes 9/22/93 To Do
Call Melissa 9/22/93 To Do
Final version to printer 9/23/93 Started
Call Trane 9/25/93 To Do
Presentation 9/28/93 To Do
Make graphs for report 9/26/93 Started
Report Due 9/29/93 Started
Call Marcia Leone 9/30/93 Follow up
10 of 19 Topics

Table View

When you create a new file, In Control automatically chooses Outline View for you. In Control also automatically chooses Outline View for you when you add new topics, so you can see exactly where in your outline the new topic is inserted. Choose Outline View when *you* want to control the order and arrangement of topics in your outline.

In Control automatically chooses Table View for you when you use the Sort button (or the Sort command) to sort the topics in the outline in order (such as by priority), and when you use a Match button (or the Match command) to view only those topics that match a value you choose (such as only the topics with high priority).

To Change to the Table View

1. **Choose *Table View* from the Control menu or click the Table button at the top left of the window.**
   The Table button highlights to indicate that you are using the Table View.

To Change to the Outline View

1. **Choose *Outline View* from the Control menu or click the Outline button at the top left of the window.**
   The Outline button highlights to indicate that you are using the Outline View.

A shortcut for changing between Outline View and Table View is to press Command-B.

Creating and Deleting Topics

In Control lets you create and delete new topics at any level within the outline. You can create:

- a new topic at the same level of the hierarchy as the current topic
- a sub-topic beneath the current topic, indented one level to the right
- a new topic after the current topic, outdented one level to the left.

If the file is in Table View, In Control automatically chooses Outline View before adding a new topic.

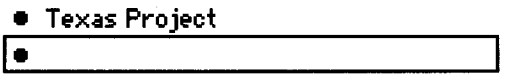
When you create a new topic, In Control automatically chooses Outline View for you, so you can see where the new topic fits into the outline.

If you add a topic in the wrong position, you can reposition it at any time using the Move Left and Move Right commands, or by dragging it into position. See *Moving Topics* in the next section, *Managing Outlines.*

You can permanently remove a topic from a file. Deleting a topic removes the topic and any sub-topics indented beneath it.

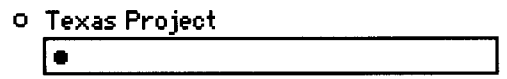
To create a new topic

- **To create a new topic at the same level as the current topic, choose *New Topic* from the Outline menu, or press Return.**
  In Control creates a new topic below the current topic at the same level of indentation, after all its sub-topics (if any).



Sub-topics are topics that are indented beneath another topic.

- **To create a new topic indented one level to the right of the current topic, choose *New Indented Topic* from the Outline menu.**
  In Control creates a new topic immediately below the current topic, indented one level to the right.



The commands New Topic, New Indented Topic, and New Outdented Topic all create a new topic. The difference is the location of the new topic relative to the current topic.

- **To create a new topic outdented one level to the left of the current topic, choose *New Outdented Topic* from the Outline menu.**
  In Control creates a new topic below the current topic, outdented one level to the left.

To duplicate a topic

1. **Click the topic that you want to duplicate.**
   Click anywhere in the topic to make it the current topic.
2. **Choose *Duplicate Topic* from the Outline menu.**
   In Control creates a new topic below the current topic, after all its sub-topics (if any). The duplicated topic contains the exact same information in each of its columns.

You can use the Copy and Paste commands to duplicate a topic *and* its sub-topics. See *Cutting, Copying, and Pasting Topics* in the next section, *Managing Outlines*.

To delete a topic

1. **Click the topic you want to delete.**
   Click anywhere in the topic to make it the current topic.
2. **Press the Clear key.**
   Alternatively, you can press either the Esc or Enter key and then the Delete key, or press the Esc or Enter key and then choose Clear from the Edit menu.

When you delete a topic, any sub-topics it has are deleted also.

In Control deletes the current topic. If the current topic has sub-topics, these are deleted also. If you are deleting topics from the Table View and the topic you delete has sub-topics, In Control displays an alert box asking you to confirm that you want to delete the topic and its sub-topics. If you make a mistake, choose Undo as your very next command. You can also use the Cut command to delete topics. See *Cutting, Copying, and Pasting Topics* in the next section, *Managing Outlines.*

A file must always contain at least one topic; the last topic can't be deleted.

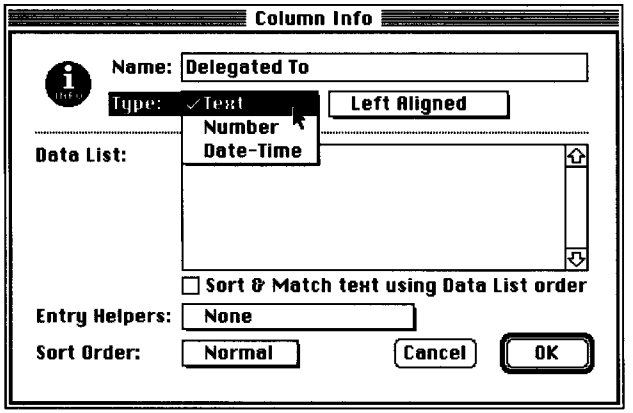
Creating and Deleting Columns

One of In Control's primary benefits is that you can add new columns of information to your outline. You can use these columns to help organize your topics in different ways.

This section describes the basics of creating and deleting columns. For detailed descriptions of the options in the Column Info dialog, see *Changing Column Information* in the later section, *Organizing Your In Control File.*

To Create a New Column

1. **Click the New Column button, or choose *New Column* from the Control menu.**
   In Control displays the Column Info dialog box.
2. **Type a name for the column.**
3. **Choose the Column Type for the kind of information you want the column to contain.**



Choose:

Choose the correct Column Type to insure that In Control sorts and matches the column correctly. You can change the Type at any time without any loss of data.

- **Text**, to hold names, words, paragraphs, or anything else that is not a Number or Date-Time. Text columns can be sorted alphabetically or in a custom order that you specify.
- **Number**, to hold a single number . Number columns can be sorted numerically. The following are examples of valid Number values:

```
98.6                    -12             $1,384.38
```

  while the following are not considered valid numbers, and belong in a Text column:

```
One                     12 or 13        (617)433-9383
```

- **Date-Time**, to hold a properly-formed date, a time, or date and time together. The following are examples of valid Date-Time values:

```
12/24/94                11:29am         4/1/93 1:00pm
September 23, 1994      9:00 am         8-3-93
Nov 14, 1995 3:00pm     11/3
```

  while the following are not, and belong in a Text column:

```
morning                 Tuesday         10/93
6 O'clock               January         1993
```

If you omit the year in a date, In Control assumes the date to be in the current year. For example, in 1993, 9/3 is the same as 9/3/93. If you omit the AM or PM indication, In Control assumes AM.

3. **Make any other changes to the Column Info dialog box.**
   For detailed descriptions of the options in this dialog, see *Changing Column Information* in the later section, *Organizing Your In Control File.*

4. **Click OK.**
   In Control adds the new column to the file. New columns are added to the right of existing columns. To insert a new column in a different location, first create the new column, then move it to the location you want. For instructions on moving columns, see *Changing the Appearance of Your File* in the later section, *Working With In Control Files.*

To Delete a Column

You can click in any cell in the column to make it the current column.

1. **Click the title of the column you want to delete, or click in any cell in that column.**
   This column you click in becomes the current column. The current column is indicated by its title shown in bold.

2. **Choose *Delete Column* from the Control menu.**
   The first column can't be deleted.

Entering and Editing Data

To Type in a Cell

1. **Position the insertion point in the cell you want to type in, and then type.**

   - To insert a Return character in the cell, press Shift-Return. If the insertion point disappears when you press Shift-Return or type beyond the first line, make sure the Multi-line Topics command in the Window menu is checked. See *Changing the Appearance of Your File* in the later section, *Working With In Control Files,* for more information about

the Multi-line Topics command.

To Select all the Text in a Cell

The Select All command selects all the text within a cell. For instructions on selecting, cutting, copying, and pasting entire topics, see the next section, *Managing Outlines*.

1. **Position the insertion point in the cell containing the text you want to select.**
2. **Choose *Select All* from the Edit menu.**
   In Control selects all the text within the current cell.

To Move to the Next Cell

1. **Press the Tab key.**
   - To move instead to the previous cell, press Shift-Tab.

To Move to Another Topic

1. **Use the Arrow keys to move the insertion point up or down to the next row.**
   When the insertion point enters a different topic, the entire contents of the cell are selected. Use the left or right arrow keys to move to the beginning or end of the data in the cell.

Managing Outlines

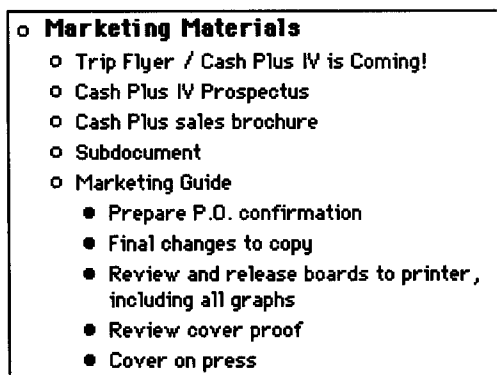
This section describes the commands and techniques used to work with outlines. If you are familiar with outlining concepts used in software such as Acta, MORE, Microsoft Word, or Aldus Persuasion, you will find In Control's outlining commands familiar. If not, take the time to become familiar with them, because they give you unparalleled control over an outline, control not possible using just pencil and paper.

Collapsing and Expanding

One major advantage of In Control is that it lets you examine sections of your outline at different levels of detail. By using expanding and collapsing, you can display all, some, or none of the sub-topics indented beneath a particular topic.

Topics with a hollow bullet (○) have sub-topics and can be expanded or collapsed to show or hide their sub-topics.

Topics with a solid bullet (•) do not have sub-topics and cannot be collapsed or expanded.


○ Marketing Materials
○ Trip Flyer / Cash Plus IV is Coming!
○ Cash Plus IV Prospectus
○ Cash Plus sales brochure
○ Subdocument
○ Marketing Guide
• Prepare P.O. confirmation
• Final changes to copy
• Review and release boards to printer, including all graphs
• Review cover proof
• Cover on press

If you collapse or expand topics from the Table View, In Control switches to the Outline View for you. This lets you see the changes you make to the outline.

You can collapse and expand topics in the Outline View and in the Table View.

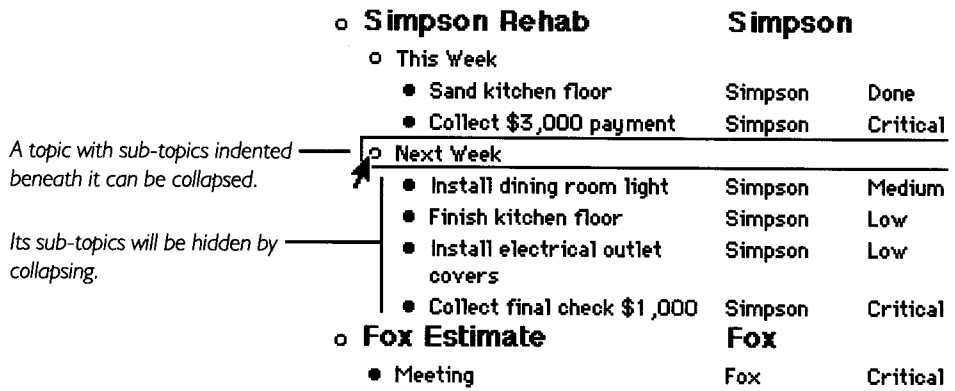
Changes you make to the outline by collapsing and expanding affect the Table View as well. For example, if a topic is hidden from view with the collapse command, and you then use the Match command to view only those topics that match a value you specify, the topics removed from view will not be shown in the Table View, even if they match. This combination of features gives you even more control over your file than using collapsing and matching separately.

The status area at the bottom left of the window can display the number of topics in the file. If you have collapsed topics hiding them from view, the number of topics remaining visible is also indicated in the status area.

To Collapse a Topic

Collapsing a topic removes from view all its sub-topics.

1. **Click in the topic you want to collapse.**
Click anywhere in the topic to make it the current topic. Only topics that have sub-topics can be collapsed. Such topics are shown with a hollow bullet at the left.


A topic with sub-topics indented beneath it can be collapsed.
Its sub-topics will be hidden by collapsing.
o Simpson Rehab Simpson
o This Week
• Sand kitchen floor Simpson Done
• Collect $3,000 payment Simpson Critical
o Next Week
• Install dining room light Simpson Medium
• Finish kitchen floor Simpson Low
• Install electrical outlet covers Simpson Low
• Collect final check $1,000 Simpson Critical
o Fox Estimate Fox
• Meeting Fox Critical

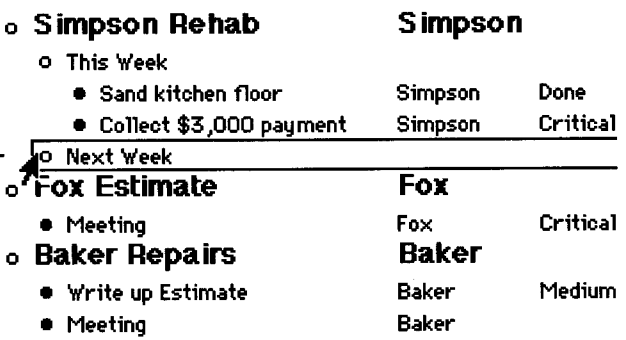
To collapse or expand a topic using the mouse, double-click the hollow bullet at the left of the topic.

2. **Choose *Collapse* from the Outline menu.**
All of the selected topic's sub-topics are removed from view.

To Expand a Topic

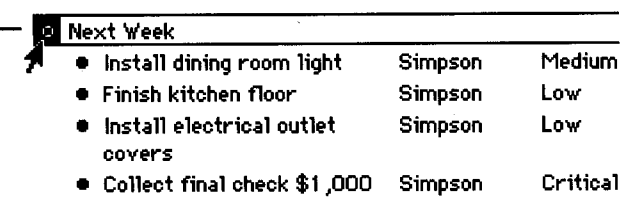
Expanding a topic is the opposite of collapsing it. Expanding a topic expands only the current topic; it does not expand the current topic's sub-topics.

1. **Click in the topic you want to expand.**
   Click anywhere in the topic to make it the current topic. Only topics that have sub-topics can be expanded. Such topics are shown with a hollow bullet at the left.


o Simpson Rehab Simpson
o This Week
• Sand kitchen floor Simpson Done
• Collect $3,000 payment Simpson Critical
o Next Week
o Fox Estimate Fox
• Meeting Fox Critical
o Baker Repairs Baker
• Write up Estimate Baker Medium
• Meeting Baker

A collapsed topic. Its sub-topics are hidden from view.

2. **Choose *Expand* from the Outline menu.**
   The current topic's sub-topics are returned to view. If any of the sub-topics were themselves collapsed, they remain collapsed. To expand all of a topic's sub-topics, use the Expand Sub-Topics command.

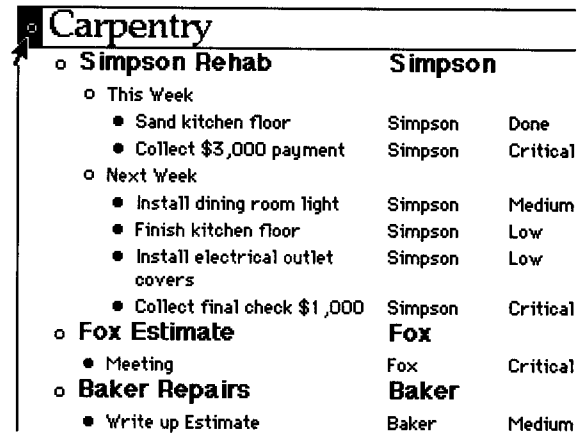

Next Week
• Install dining room light Simpson Medium
• Finish kitchen floor Simpson Low
• Install electrical outlet covers Simpson Low
• Collect final check $1,000 Simpson Critical

The same topic after expanding, with its sub-topics indented beneath it.

To Collapse Sub-Topics

Collapse Sub-Topics is a more extensive version of Collapse Topics. It not only collapses the current topic, it collapses all of the topic's sub-topics as well.

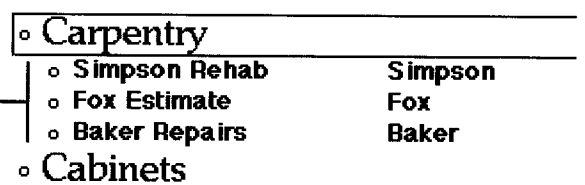
1. **Click in the topic you want to collapse.**
   Click anywhere in the topic to make it the current topic. Only topics that have sub-topics can be collapsed. Such topics are shown with a hollow bullet at the left.



Every topic indented beneath the current topic is its sub-topic. The Collapse Sub-Topics command collapses each of the sub-topics with a hollow bullet.

2. **Choose *Collapse Sub-Topics* from the Outline menu.**
   All of the current topic's sub-topics are removed from view, and all of the topic's sub-topics themselves are collapsed too.

   While the effect of choosing Collapse Sub-Topics appears to be the same as choosing Collapse, the difference is visible when you later choose Expand. If you choose Expand after choosing Collapse Sub-Topics, only the topics that are indented one level beneath the selected topic become visible. If these indented topics themselves have sub-topics, those sub-topics remain hidden.

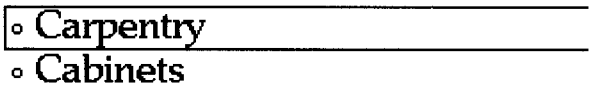


The same file, after choosing the Expand command. Note that after expanding, the sub-topics are still collapsed.

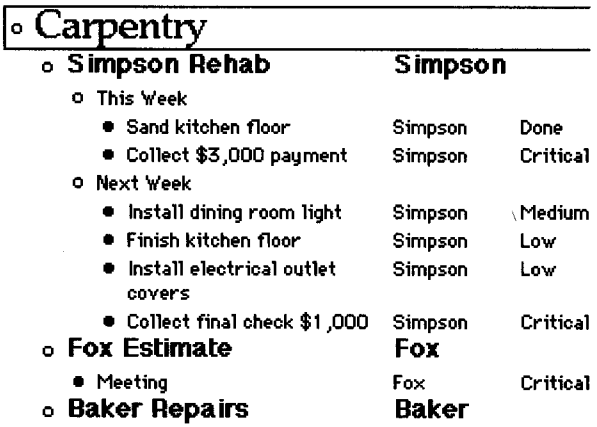
To Expand Sub-Topics

Expand Sub-Topics reverses the effects of the Collapse Sub-Topics command. All of the topic's sub-topics are returned to view.

1. **Click in the topic you want to expand.**
   Click anywhere in the topic to make it the current topic. Only topics that have sub-topics can be expanded. Such topics are shown with a hollow bullet at the left.



2. **Choose *Expand Sub-Topics* from the Outline menu.**
   All of the current topic's sub-topics are returned to view. If any of the sub-topics were themselves collapsed, they too are expanded at the same time.



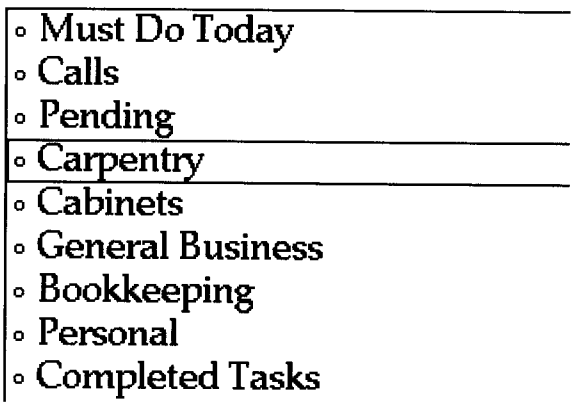
After choosing the Expand Sub-Topics command, all of the current topic's sub-topics are expanded.

To Collapse All Topics

Collapsing all topics removes from view every topic except those at the leftmost level of indenting. All of these topics' sub-topics are collapsed at once.

1. **Choose *Collapse All* from the Outline**

After choosing the Collapse All command, every topic that has sub-topics is collapsed. Only unindented topics are visible.



To Expand All Topics

Expanding all topics returns to view every topic in the file.

1. **Choose *Expand All* from the Outline menu.**

Moving Topics

You can move topics to different locations in the outline to experiment with different organizations and orders. When you move a topic, In Control moves all of its sub-topics with it. This saves you from having to move each of the sub-topics individually. As you move topics, In Control automatically ensures that the outline is always properly indented, with no topics in "nonsensical" locations that wouldn't form an outline.

You can move topics only within the Outline View.

To Move a Topic Left or Right

1. **In the Outline View, click in the topic you want to move.**
   Click anywhere in the topic to make it the current topic.

○ Transfer booth from warehouse	Slade Movers	Jan 13, 1993 10:00am
• Booth Setup	Union	Jan 13, 1993 1:00pm

2. **Choose *Move Left* or *Move Right* from the Outline Menu.**

• Transfer booth from warehouse	Slade Movers	Jan 13, 1993 10:00am
• Booth Setup	Union	Jan 13, 1993 1:00pm

   In Control moves the topic and its sub-topics left or right in the outline. (If necessary, In Control will also move the topic and its sub-topics down, to prevent separating other topics from their sub-topics.)

To Drag a Topic to a New Location

1. **In the Outline View, drag the bullet of the topic you want to move.**
   You can drag left, right, up, and down in the outline. As you drag, the outline of the topic and any sub-topics will follow the pointer. Position the pointer between the two topics that you want the topic(s) you are dragging to be between.

A dotted line surrounds the topics as you drag them.

• Booth Setup	Union	Jan 13, 1993 1:00pm
On Duty		
• Lisa		Jan 15, 1993
• Ted		Jan 15, 1993
• Diana		Jan 16, 1993
• Miguel		Jan 15, 1993
• Rent Plants	Plantery	Jan 14, 1993

If the pointer changes shape to an arrow pointing down and to the right and the outlined topic(s) do not follow the pointer, this means you are trying to move the topics to a location inconsistent with your established outline. Most likely, the proper location for the topic is downward or to the right.

2. **When the outline of the topic(s) you are moving is in the desired location, release the mouse button.**
   The topic and its sub-topics are moved to the location you indicate.

   If a bullet has a diagonal line through it, this means that the first column is not wide enough to display the topic with the proper indenting. In this case the topic cannot be dragged. Make the first column wide enough to display the proper indenting before dragging the topic. For information about changing column widths, see *Changing the Appearance of Your File* in the section, *Working with In Control Files.*

Cutting, Copying, and Pasting Topics

Use the Cut, Copy, and Paste commands to reposition topics within your outline or to duplicate a topic and its sub-topics.

When you cut or copy a topic, the entire topic and all of its sub-topics are placed on the Clipboard. You can then use the Paste command to insert the Clipboard contents in a new location in your outline.

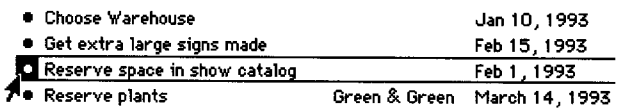
You can cut or copy topics from the Table View as well as the Outline View. When you paste topics, In Control chooses Outline View for you so you can see the effect of your changes to the outline.

To Select an Entire Topic

To cut or copy a topic, or to paste topics beneath a topic, the entire topic must first be selected. If instead the insertion point is in a cell or a range of text is selected, the cut, copy, and paste commands will be applied to text in a cell, rather than the entire topic.

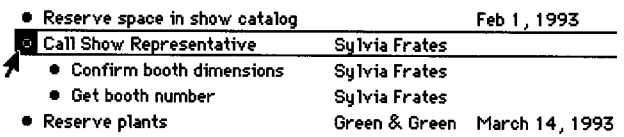
A quick way to select the current topic is to press the Enter key or the Esc key. The bullet is shown highlighted to indicate the entire topic is selected.

1. **Click the bullet, the dot at the left of the topic.**
   In Control highlights the bullet for the selected topic.


Choose Warehouse Jan 10, 1993
Get extra large signs made Feb 15, 1993
Reserve space in show catalog Feb 1, 1993
Reserve plants Green & Green March 14, 1993

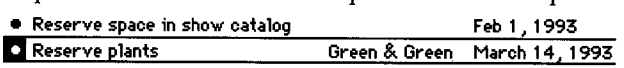
To Cut Topics

1. **Click the bullet to the left of the topic to select the entire topic.**


Reserve space in show catalog Feb 1, 1993
Call Show Representative Sylvia Frates
Confirm booth dimensions Sylvia Frates
Get booth number Sylvia Frates
Reserve plants Green & Green March 14, 1993

2. **Choose *Cut* from the Edit menu.**
   In Control copies the selected topic and all of its sub-topics to the Clipboard and removes the topic and its sub-topics from the outline.

The topics were removed from here.



A file must always have at least one topic. You cannot cut the last topic from the file.

To Copy Topics to the Clipboard

1. **Click the bullet at the left of the topic to select the entire topic.**
   In Control highlights the bullet.
2. **Choose *Copy* from the Edit menu.**
   In Control copies the selected topic and all of its sub-topics to the Clipboard.

To Paste Topics

If you have text on the clipboard that came from another application, click the bullet at the left of the topic before pasting.

1. **Click the topic that you want your topics to follow.**
   Click anywhere in the topic to make it the current topic.
2. **Choose *Paste* from the Edit menu.**
   The contents of the Clipboard are inserted in the outline, indented the same amount as the current topic.

To View the Clipboard Contents

1. **Choose *Show Clipboard* from the Window menu.**
   In Control displays contents of the Clipboard in its own window.
   - To close the window, choose either *Hide Clipboard* from the Window menu, *Close* from the File menu, or click the close box in the upper left corner of the Clipboard window.

Rearranging an Outline

Sub-topics are topics that are indented beneath another topic.

Co-topics are topics that are indented at the same level and are also all sub-topics of the same topic.

In Control provides two powerful commands, Indent Rest and Outdent Sub-Topics, that rearrange the relationship between a topic and its sub-topics.

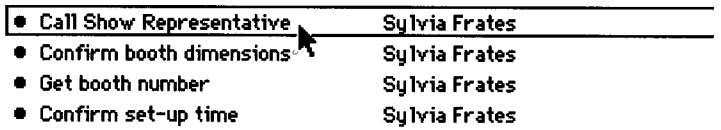
Use Indent Rest to move the co-topics below the current topic one level to the right. This turns the co-topics below the current topic into sub-topics.

Use Outdent Sub-Topics for the reverse effect. Outdent Sub-Topics moves all of a topic's sub-topics one level to the left. This turns the sub-topics into co-topics.

To Turn Co-Topics into Sub-Topics

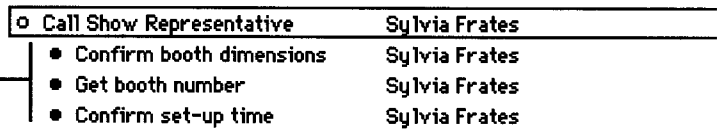
Co-topics are topics that are indented at the same level and are also all sub-topics of the same topic.

1. **Click in the topic above the co-topics you want to have indented.**
   Click anywhere within the topic to make it the current topic.


• Call Show Representative Sylvia Frates
• Confirm booth dimensions Sylvia Frates
• Get booth number Sylvia Frates
• Confirm set-up time Sylvia Frates

2. **Choose *Indent Rest* from the Outline menu.**
   The co-topics beneath the current topic are indented one level to the right, becoming sub-topics.

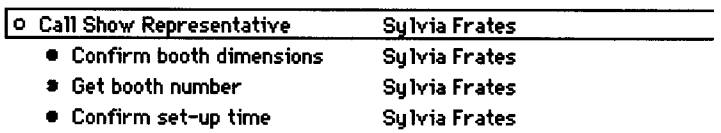
The co-topics after the current topic become its sub-topics.


o Call Show Representative Sylvia Frates
• Confirm booth dimensions Sylvia Frates
• Get booth number Sylvia Frates
• Confirm set-up time Sylvia Frates

To Turn Sub-Topics into Co-Topics

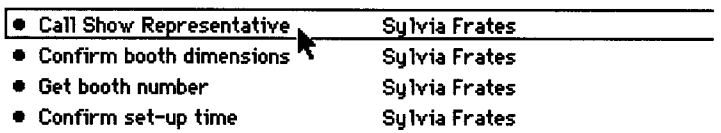
Sub-topics are topics that are indented beneath another topic.

1. **Click in the topic above the sub-topics you want to have outdented.**
   Click anywhere within the topic to make it the current topic.


o Call Show Representative Sylvia Frates
• Confirm booth dimensions Sylvia Frates
• Get booth number Sylvia Frates
• Confirm set-up time Sylvia Frates

2. **Choose *Outdent Sub-Topics* from the Outline menu.**
   The sub-topics beneath the current topic are outdented one level to the left, becoming co-topics.

The current topic's sub-topics become its co-topics.


• Call Show Representative Sylvia Frates
• Confirm booth dimensions Sylvia Frates
• Get booth number Sylvia Frates
• Confirm set-up time Sylvia Frates

Organizing Your In Control File

This section describes powerful ways to organize the information in your file.

Sorting

Of In Control's four sorting commands, the Sort command is the one you will likely use most.

In Control gives you four powerful sorting commands. The two sorting commands in the Control menu, Sort and Sub-Sort, put the topics in the order you specify, removing the hierarchy, and display the resulting list in the Table View. The other two sorting commands, Sort Co-Topics and Sort Whole Level, let you modify the order of topics in the Outline View while maintaining the hierarchy.

All of the sorting commands use the information in the Column Info dialog to determine the sort order. You can specify a normal or reverse order, so you can sort from A to Z or Z to A. And you can specify a custom order by using a Data List to organize a set of values in an order that is not alphabetic, numeric, or chronological, such as priorities of High, Medium, and Low. For detailed information about changing the information in the Column Info dialog, see *Changing Column Information*, later in this section.

When In Control sorts, values that are empty are sorted at the end of the list, in both normal and in reverse order. This way the values that you have entered data into always appear at the top. If you want blank values to be sorted in a different order, see *To Use the Data List for Sorting and Matching*, later in this section.

To Sort a Column

The Sort button performs the same command as the Sort command in the Control menu.

Choose the Sort command to put topics in order according to the values in a particular column, with no indenting. Unlike the Sort Co-Topics and the Sort Whole Level commands, the Sort command completely disregards the levels of indenting when sorting. The Sort command sorts the topics in the current view according to the values in the column you specify, then automatically displays them in the Table View.

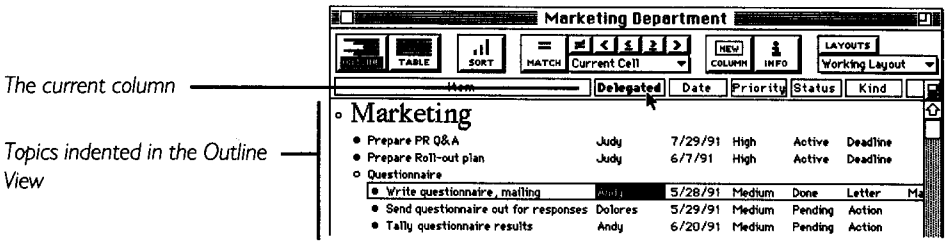
The Sort command uses the information in the Column Info dialog. You can sort the co-topics in normal or reverse order, or specify a custom order. For information about how to change the sort order using the

To sort in the direction opposite to the direction chosen in the Column Info dialog, hold down the Shift key while clicking the Sort button.

Column Info command, see *Changing Column Information*, later in this section.

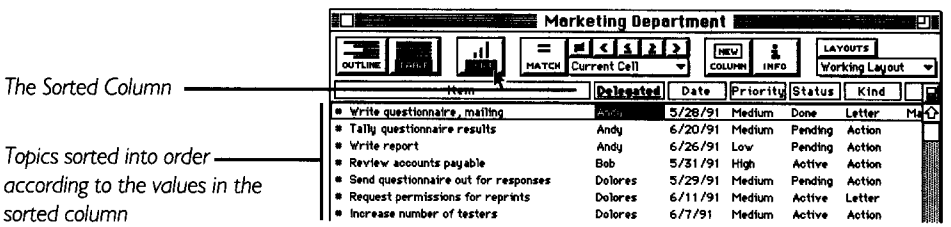
When you are done looking at the topics in the sorted, unindented order, you can return to the hierarchical order by clicking the Outline button or choosing the Outline View command.

1. **Make the column you want to use to determine the sort order be the current column.**



Click the column name, or position the insertion point in any cell in the column. The name of the current column is shown in bold.

2. **Click the Sort button, or choose the *Sort* command from the Control menu.**


Marketing Department
OUTLINE
MATCH
Current Cell
NEW COLUMN
INFO
LAYOUTS
Working Layout
Item
Delegated
Date
Priority
Status
Kind
Write questionnaire, mailing Andy 5/28/91 Medium Done Letter
Tally questionnaire results Andy 6/20/91 Medium Pending Action
Write report Andy 6/26/91 Low Pending Action
Review accounts payable Bob 5/31/91 High Active Action
Send questionnaire out for responses Dolores 5/29/91 Medium Pending Action
Request permissions for reprints Dolores 6/11/91 Medium Active Letter
Increase number of testers Dolores 6/7/91 Medium Active Action
The Sorted Column
Topics sorted into order according to the values in the sorted column

In Control sorts the topics according to the values in the current column. If you are using the Outline View, In Control chooses Table View after sorting. The name of the column you last sorted is shown underlined. The Sort button is highlighted to indicate that the topics are sorted.

To Sub-Sort a Column

Sometimes, one column is not sufficient to specify the order of topics you want. If there are several topics with the same value in a column you sort, you may want to further sort the topics that have these "ties." The Sub-Sort command lets you put the topics whose values are the same in order, using a different column to break the ties.

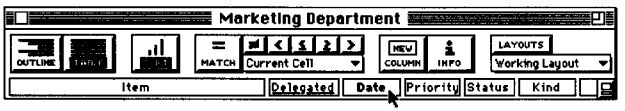
For example, if after sorting by the priority column, you have many topics ranked High, Medium, and Low, you may want to sub-sort by the due date column. This lets you make sure that high priority items are in chronological order, followed by the medium priority items in chronological order, and so forth.

A shortcut for sub-sorting a column is to Option-click the Sort button.

The Sub-Sort command works just like the Sort command, except that to use it you must first have sorted using the Sort command. You can repeatedly choose Sub-Sort using different columns to break "ties" in the sorting.

1. **After sorting using the Sort command, make the column you want to use for sub-sorting be the current column.**

To sub-sort in the direction opposite to the direction chosen in the Column Info dialog, hold down the Shift and Option keys while clicking the Sort button.



Click the column name, or position the insertion point in any cell in the column. The name of the current column is shown in bold. You can sub-sort any column except the one you've already sorted. The name of the column you've previously sorted is shown underlined.

2. **Choose the *Sub-Sort* command from the Control menu or Option-click the Sort button, or press Command-Option Y.**

Sub-sorting puts topics in order within each group of topics that has the same value. Here Dolores's assignments are in order by Date.

* Hire new secretary	Dolores	5/20/91
* Run Help Wanted ad - call Tribune	Dolores	5/23/91
* Send questionnaire out for responses	Dolores	5/29/91
* Increase number of testers	Dolores	6/7/91
* Request permissions for reprints	Dolores	6/11/91

To Sort Co-Topics

Co-topics are topics that are indented at the same level and are also all sub-topics of the same topic.

The Sort Co-Topics command lets you arrange co-topics in alphabetic, numeric, chronological, or Data List order. You can sort co-topics in order by any column value. The Sort Co-Topics command changes the order the topics in the outline, doing automatically what you could instead accomplish by manually dragging each topic up or down.

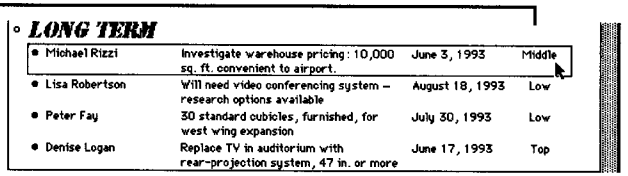
When you choose Sort Co-Topics, only the specified co-topics are sorted; all other topics at the same level remain in their existing order. To put all the topics at the same level of indentation in order, use the Sort Whole Level command.

Sort Co-Topics uses the information in the Column Info dialog. For information on changing the sort order using the Column Info command, see *Changing Column Information*, later in this section.

1. **Click in any of the co-topics you wish to sort, in the column you want to use to determine the order.**

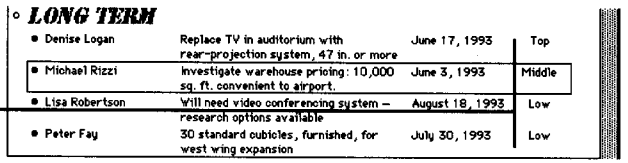
The Priority column

By clicking, you are specifying both the column to sort by and the set of co-topics to sort.


LONG TERM
Michael Rizzi | Investigate warehouse pricing: 10,000 sq. ft. convenient to airport. | June 3, 1993 | Middle
Lisa Robertson | Will need video conferencing system – research options available | August 18, 1993 | Low
Peter Fay | 30 standard cubicles, furnished, for west wing expansion | July 30, 1993 | Low
Denise Logan | Replace TV in auditorium with rear-projection system, 47 in. or more | June 17, 1993 | Top

2. **Choose *Sort Co-Topics* from the Outline menu.**

Co-topics are in order according to the values in the Priority column.


LONG TERM
Denise Logan | Replace TV in auditorium with rear-projection system, 47 in. or more | June 17, 1993 | Top
Michael Rizzi | Investigate warehouse pricing: 10,000 sq. ft. convenient to airport. | June 3, 1993 | Middle
Lisa Robertson | Will need video conferencing system – research options available | August 18, 1993 | Low
Peter Fay | 30 standard cubicles, furnished, for west wing expansion | July 30, 1993 | Low

In Control sorts the co-topics in order according to the values in the current column and the settings in the Column Info dialog.

To Sort a Whole Level

A Whole Level is the set of topics that are indented the same amount as the current topic, anywhere in the file.

The Sort Whole Level command lets you arrange all the topics at the same level of indentation in alphabetic, numeric, chronological, or Data List order within their co-topic groups. You can sort a level in order by any column value.

Sort Whole Level is a more powerful version of Sort Co-Topics. Choosing Sort Whole Level does the same thing as repeatedly choosing Sort Co-Topics, once for every set of co-topics in the file that is at the same level.

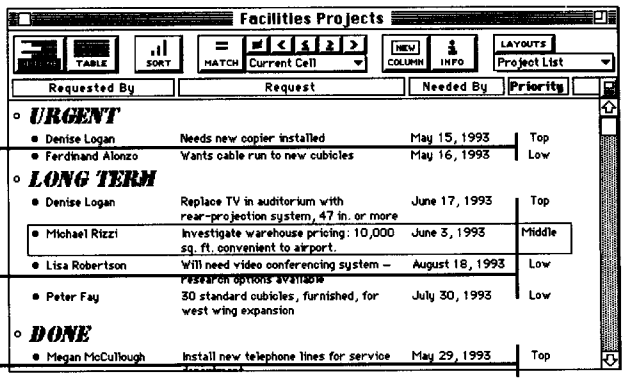
When you sort the whole level, all of the topics at the level of indenting you specify are sorted, even if they are hidden from view by collapsing.

Sort Whole Level uses the information in the Column Info dialog. For information about how to change the sort order using the Column Info command, see *Changing Column Information*, later in this section.

By clicking, you are specifying both the column to sort by and the level of indentation to sort.

1. **Click in any of the topics that are at the level of indenting you wish to sort, in the column you want to use to determine the order.**

2. **Choose *Sort Whole Level* from the Outline menu.**



Within URGENT, these topics are in order according to the values in the Priority column.

...And within LONG TERM, these topics are also in order by Priority.

...And within DONE, so is this topic and its co-topics that are scrolled off the bottom of the window.

In Control sorts the topics at the specified level in order according to the values in the current column and the settings in the Column Info dialog.

To Change the Information Used for Sorting

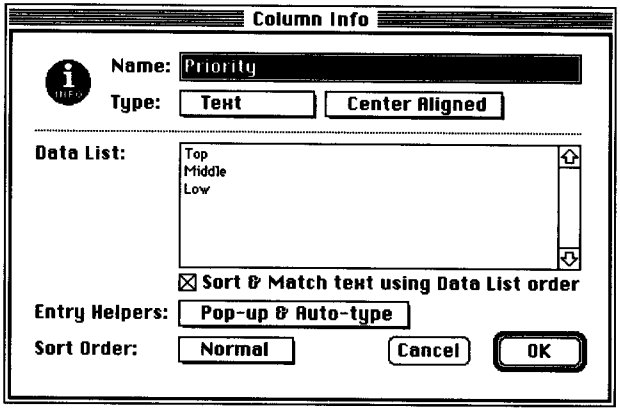
In Control lets you sort a column alphabetically (A-Z), numerically (1-10), or chronologically (1/1/1900 - 12/30/2001). You can sort in a custom order, to handle cases where neither alphabetic, numeric, or chronological order is sufficient (such as a priority column with values High, Medium, and Low). And you can sort in a normal order or in the reverse order.

All of these options are controlled using the Column Info dialog. The Column Info dialog is displayed when you choose the New Column or Column Info commands.

1. **Click the column title or click in any cell in the column to make the column you want to change be the current column.**
   The current column's title is shown in bold.

A shortcut for displaying the Column Info dialog is to double-click a column title.

2. **Choose *Column Info* from the Control menu, or click the Column Info button.**
   In Control displays the Column Info dialog for the current column.



3. **Choose the options you want.**

   - Change the column Type to Text for alphabetic or Data List sorting, Number for numeric sorting, or Date-Time for chronological sorting.
   - If you want a custom order for sorting, type values in the Data List in the order you want. Type Return after each value. You can use the Cut and Paste commands to rearrange the order. If you want empty cells to appear in any location in the sort order other than at the end, add a blank line by typing Return. To use the Data List for sorting, click the check box "Sort and Match text using Data List order." Note that this option is available only for Text columns.
   - Choose a normal or reverse sort order. When using the Data List for sorting, normal order goes from the top of the list to the bottom; reverse is bottom-up. Topics with values that are not in the list are placed at the end.

4. **Click OK.**

Finding, Matching, and Omitting Topics

In Control provides many tools to let you see just the topics you want.

Use the Match command or the Match button to see in the Table View only those topics that match the value you specify.

When you want to match values not based on alphabetic order, but instead based on a custom order that you specify, use the Data List in the Column Info dialog. In Control lets you specify a custom order so you can, for example, match all topics that have a priority of Medium or

higher, rather than those alphabetically before Medium.

The Omit Topic command lets you temporarily remove the current topic from the Table View without deleting it.

Use the Match All command to stay in Table View while returning to view all the topics that have been removed by the Match or Omit Topic commands.

The Find and Find Again commands help you locate a topic that contains a particular value in a column. Unlike the commands for matching and omitting, the Find and Find Again commands locate one topic at a time, without hiding other topics that don't match.

To View Topics that Match the Current Cell

The current cell is the cell containing the insertion point or the selected text.

In Control makes it easy to view just those topics that match the value in the current cell. The pop-up menu next to the Match buttons is already set to match topics based on the value in the current cell, unless you choose a different value.

1. **Position the insertion point in the cell whose value you want to match.**
   Click the mouse in the cell, or use the tab key.

2. **Click one of the Match buttons.**

Click	To Match values that are
=	Equal to
≠	Not equal to
<	Less than
≤	Less than or equal to
≥	Greater than or equal to
>	Greater than

For Text values to be considered equal, they must be identical and cannot contain any extra or fewer characters, but the capitalization can be different. Number and Date-Time values must only have the same value; 1.0 is equal to 1; January 3, 1993 is equal to 1/3/93; and 12:20 AM is equal to 12:20.

...the value in the current cell, either alphabetically, numerically, chronologically, or in Data List order.

In Control displays in the Table View just those topics, of all the ones currently in view, that contain values that match the current cell. Collapsed topics are not displayed. The Match button is highlighted to indicate you are looking at just those topics that match. You can repeatedly Match to successively reduce the set of topics in the Table View.

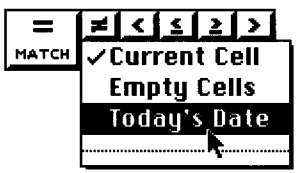
The Match command selects only from the topics that are visible in the current view. This lets you combine collapsing and matching to view exactly the set of topics you want.

To properly match numbers, dates or times, the column must be set to the correct Type in the Column Info Dialog. For information on changing the column Type, see *Changing Column Information*, later in this section.

To View Topics that Match Empty Cells or Today's Date

1. **Make the column you want to use for matching be the current column.**
   Click the column name, or position the insertion point in any cell in the column.

2. **From the Match pop-up menu, choose what you want to match.**



Choose	To Match
Empty Cells	Topics with no data in the current column
Today's Date	Topics with today's date in the current column

To properly match dates or times, the column must be set to be a Date-Time column in the Column Info Dialog. For information on changing the column Type, see *Changing Column Information*, later in this section.

3. **Click one of the Match buttons.**

When matching dates or times, Less than refers to earlier dates and times, and Greater than refers to later dates and times.

Click	To Match values that are
=	Equal to
≠	Not equal to
<	Less than
≤	Less than or equal to
≥	Greater than or equal to
>	Greater than

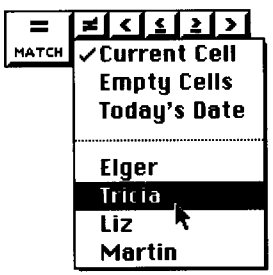
...the value indicated by the Match pop-up menu.

In Control displays in the Table View just those topics, of all the ones currently in view, that match what you chose in step 2. The Match button is highlighted to indicate you are looking at just those topics that match.

To View Topics that Match Values in the Data List

If you have entered values in the Data List in the Column Info dialog, you can quickly choose to match one of those values. You can also match a range of values, either those alphabetically before or after a Data List value, or those that precede or follow the value in the Data List. For example, you may want to match all topics that have a priority of Medium or higher. If you have checked the option "Sort and Match Text using Data List order" in the Column Info dialog, you can match values in the list that precede or follow the value you specify, instead of matching values that are alphabetically lower or higher.

1. **Make the column you want to use for matching be the current column.**
   Click the column title, or position the insertion point in any cell in the column.



2. **From the Match pop-up menu, choose the Data List value you want to match.**

3. **Click one of the Match buttons.**

Click	To Match values that are alphabetically
=	Equal to
≠	Not equal to
<	Less than
≤	Less than or equal to
≥	Greater than or equal to
>	Greater than

...the Data List value chosen in the Match pop-up menu.

If you have checked the Column Info option "Sort and Match Text using Data List order", you can match based on the order of the values in the Data List, rather than alphabetical order:

Click	To Match values that
<	Precede
≤	Precede or equal
≥	Follow or equal
>	Follow

...in the Data List the value chosen in the Match pop-up menu. Values that Precede what you type are above the value in the Data List; values that Follow what you type are further down in the Data List. For example, "≤ Tuesday" will match Monday and Tuesday, not all the days of the week that are alphabetically less than Tuesday.

In Control displays in the Table View just those topics, of all the ones currently in view, that contain values that match the Data List value you choose. The Match button is highlighted to indicate you are looking at just those topics that match.

To View Topics that Match Data You Specify

Like the Match button, the Match command lets you choose a set of topics to work with in the Table View. Unlike the Match button, the Match command displays a dialog in which you can choose the column to use for matching, the type of matching to perform, and the value to match. You choose the type of matching to control which values in the column you specify are considered to match the value you specify. You can choose:

- Equals
- Doesn't Equal
- Is Greater Than
- Is Greater or Equals
- Is Less Than
- Is Less or Equals

For Text values to be considered equal, they must be identical and cannot contain any extra or fewer characters, but the capitalization can be different. Number and Date-Time values must only have the same value; 1.0 is equal to 1; January 3, 1993 is equal to 1/3/93; and 10:20 AM is equal to 10:20.

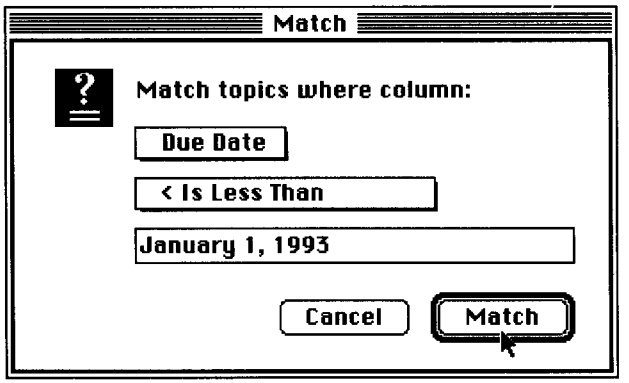
To properly match numbers, dates or times, the column must be set to the correct Type in the Column Info dialog. For information on changing the column Type, see *Changing Column Information*, later in this section.

The topics that match are shown in the Table View. You can repeatedly choose Match to successively reduce the set of topics shown in the Table View.

The Match command, like the Match buttons, selects only from the topics that are visible in the current view. This means you can combine collapsing and matching to view exactly the set of topics you want.

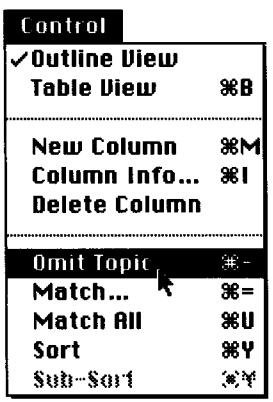
1. **Choose *Match* from the Control menu.**
   In Control displays the Match dialog, in which you can specify the column to use for matching, the kind of match to perform, and the value to match. In Control automatically fills in these options to match topics in which the value in the current column is equal to the value in the current cell.

2. **Specify the column, the kind of match, and the value to match.**



3. **Click OK.**
In Control chooses from the topics displayed in the current view those that match what you specify, and displays those topics in the Table View.

To Omit the Current Topic



Sometimes, you may want to temporarily remove a single topic from view. The Omit Topic command does just that. When you choose Omit Topic, if the current view is the Outline View, In Control automatically switches to the Table View for you, so that the missing topic doesn't cause you to misinterpret the structure of your outline. If the topic you omit has sub-topics, they remain in view; only the topic you omit is removed.

To return to viewing all the topics, choose Outline View, or choose Match All to view all topics while remaining in the Table View. For more information, see *To Return to Viewing All Topics,* next in this section.

1. **Choose *Omit Topic* from the Control menu.**
In Control removes the current topic from view, and displays the remaining topics in the Table View.

To Return to Viewing All Topics

After you have used a Match button, the Match command, or the Omit Topic command to reduce the number of topics you are viewing, you may want to return to view all the topics that you have temporarily

hidden. While choosing Outline View is one way, it is not necessary to return to the Outline View to view these topics. The Match All command lets you see all the topics that would be visible in the Outline View, while remaining in the Table View.

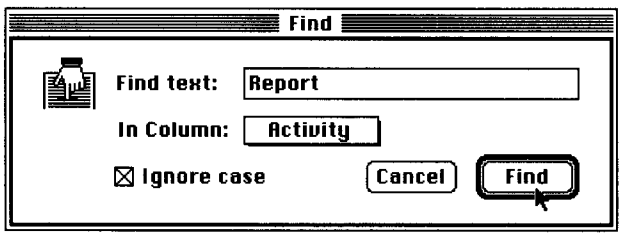
1. **Choose *Match All* from the Control menu.**
   In Control returns to view all the topics that have been removed by matching or omitting. Topics hidden by collapsing are not returned to view.

To Find a Topic Containing a Particular Value

The Find command helps you locate a topic that contains a particular value in the column you specify. You can use the Find command in both the Outline View and the Table View.

The Find command is powerful. It will do whatever is necessary to locate the topic you are searching for, including switching to the Outline View and expanding topics.

1. **Choose *Find* from the Edit menu.**
   In Control displays a dialog in which you can choose the value to search for and the column in which to search. The current column is automatically chosen for you.
2. **Type the value to search for and choose the column in which you want to search.**



   If you want In Control to find only those values that have the same capitalization as the value you type, deselect the Ignore Case check box.
3. **Click OK.**
   Starting at the current topic, In Control scans down the column you specified for the next instance of the value you specified, and selects it. If you choose Find from the Table View, In Control switches to Outline View if the information you are looking for is not currently displayed in the Table View. If the topic you are looking for is collapsed, In Control automatically expands the topics necessary. When the scan reaches the bottom of the column, In Control will automatically restart the scan at the top of the column.

To Find Again

To save you time, you can quickly search for the next instance of the value you specified in the Find dialog. Because the Find Again command searches in the current column, you can quickly look for the same text in several columns successively.

1. **With the insertion point in the column you want to search, choose *Find Again* from the Edit menu.**
   In Control searches the current column for the text you last specified in the Find dialog. The found text is selected. Like the Find command, the Find Again command chooses Outline View and expands topics if necessary.

Changing Column Information

From the Column Info dialog you can control all the information about a single column. You can change the column information at any time, even after you have added data to the column.

This section describes how to change each aspect of the column information using the Column Info dialog.

To Change Column Info

To change any aspect of the column information, use the Column Info dialog.

A shortcut for displaying the Column Info dialog is to double-click the title of the column you want to change.

1. **Click in any cell in the column you want to change.**
   This makes the column you click in become the current column. The current column is indicated by its name shown in bold.
2. **Click the Column Info button, or choose *Column Info* from the Control menu.**
   In Control displays the Column Info dialog.
3. **Change any of the values in the dialog.**
   The following pages describe ways to change the values.
4. **Click OK.**

To Change the Column Name

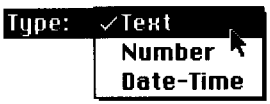
You can name each column with whatever title you want, whenever you want. The name is for your convenience in distinguishing each column from the others.

1. **In the Column Info dialog, type the new name.**
   You can use the Cut, Copy, and Paste commands in the Edit menu to change the column name.

To Change the Column Type

The column type is used to indicate the type of sorting and matching you want In Control to perform. Text columns are sorted and matched alphabetically, Number columns are sorted and matched numerically, and Date-Time columns are sorted and matched chronologically.

Only Text columns can use the Data List to specify a custom order to use for sorting and matching values in the column. If you want to use a custom order for sorting, or to match values based on their order in the Data List, set the column type to Text.



1. **In the Column Info dialog, choose the Type you want from the pop-up menu.**

To Change the Column Alignment

In Control lets you set the alignment of the data in each column. You can align the data to the left, the right, or center of the column. Because the first column uses indenting to indicate the level of each topic within the outline, you cannot set the alignment of the first column.

1. **In the Column Info dialog, choose the alignment you want from the pop-up menu.**

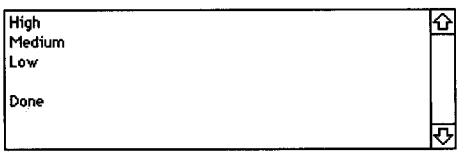
To Enter Values in the Data List

You can use the Data List to:

- specify a custom order to use for sorting a text column, when neither alphabetic, numeric, nor chronological is the order you want
- specify a custom order to use when matching, so you can match all values that are above or below a value in the Data List
- specify a set of values you want to appear in a pop-up menu in each topic in a column, for easier data entry
- specify a set of values you want In Control to automatically complete when you start to type one of them in a cell, for easier data entry
- specify a list of values to appear in the Match pop-up menu in the control panel, to make matching those values easy.

1. **In the Column Info dialog, type the values you want in the Data List.**

To enter a blank value, type Return.



Type the values in the order you want them to appear. Type one value per line. After each value, type Return. If you want to enter a blank value, type Return to enter an empty line. You can use the Cut, Copy, and Paste commands in the Edit menu to change your list.

- To remove items from the Data List, use the Cut or Clear commands, or use the Delete key. To stop using the Data List, uncheck the "Sort & Match text using Data List order" option.

To Use the Data List for Sorting and Matching

Sometimes, neither alphabetic, numeric, nor chronological sorting is right for the data in a column. For example, you may have a text column holding month names, which you want sorted according to the order of the months, not in alphabetical order. Or you may want to sort a Priority column in the order High, Medium, Low, instead of in alphabetical order. To do this, you use the Data List.

In similar cases, when you are using the Match command to match

values greater or less than a value you specify, you may not want to match the values as alphabetically, numerically, or chronologically greater or lesser. For example, when you match all topics with values less than July, you probably do not want to match the values that are alphabetically less than July. Instead, you'd want to match the months January through June. To achieve this, use the Data List.

1. **In the Column Info dialog, type the values you want in the Data List.**
   Type the values in the order you want to be used for sorting or matching. For more information about the Data List, see *To Enter Values in the Data List,* earlier in this section.

The Data List can be used for sorting and matching only in Text columns.

2. **Click the check box to "Sort and Match text using Data List order."**
   ☒ Sort & Match text using Data List order
   When you later sort or match, In Control will use the order of the values in the Data List, rather than alphabetical order, to determine the precedence of values.

To Choose Entry Helpers

Entry Helpers help you put information into cells in a column. These features are most useful when the values you will be entering in the column are from a small set of possibilities.

The Pop-Up Data List option turns each cell in the column into a pop-up menu containing the values in the Data List. This lets you use the mouse to choose the value you want instead of typing it.

The Auto-type Data List option automatically completes the values you enter as you start to type them, using the values in the Data List to predict what you are going to type. For example, when you type "D" in a Status column, In Control can complete what you type to read "Done," or when you type "S," In Control can automatically enter "Started." This minimizes the amount of typing needed to enter a value.

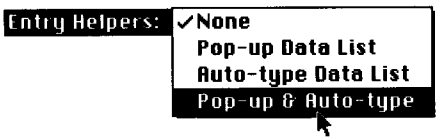
As their names imply, both the Pop-Up Data List and the Auto-type Data List are based on the Data List. To use either feature, you must also enter values in the Data List.

You can also choose to use the Pop-Up Data List and the Auto-type Data List at the same time, so you can easily enter data by using the mouse or by typing.

1. **In the Column Info dialog, type in the Data List the values you expect to enter in the column.**

For information about entering values in the Data List, see *To Enter Values in the Data List,* earlier in this section.

2. **Choose the Entry Helper you want from the pop-up menu.**



To Change the Sort Direction

With In Control, you can sort in a normal or reverse order. The following table shows by example the meaning of Normal and Reverse for each type of data.

Column Type	Normal Order	Reverse Order
Text	A - Z	Z - A
Number	1 - 10	10 - 1
Date-Time	1/1/1900 - 12/30/2001 or 6:00am - 9:00pm	12/20/2001 - 1/1/1900 or 9:00pm - 6:00am
Data List	Top of list - Bottom of list	Bottom of list - Top of list

For Text, Number, or Date-Time columns, empty values are always placed at the end, in both normal and reverse order. To sort empty values to a different position, see *To Use the Data List for Sorting and Matching,* earlier in this section.

1. **In the Column Info dialog, choose the sort order you want from the pop-up menu.**

Speeding Up Data Entry

To quickly "check off" a to-do item that you've done, use a Pop-Up Data List containing a check mark character (√, option -v) or perhaps a bullet (•, option-8).

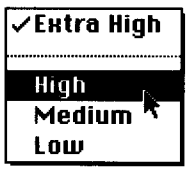
In Control gives you several tools to make data entry easier. Two of the tools, Pop-Up Data List and Auto-type Data List, use the Data List to make entering common values faster and easier. The Paste Date and Paste Time commands make it easy to enter the current date or time, The Ditto command makes it easy to enter in a cell the same value that appears in the cell above. And the Fill Column command lets you quickly fill the current column with the same value in every topic that is displayed.

To Enter Data Using Pop-Ups

To temporarily turn off the Pop-up Data List feature so you can edit individual characters, hold down the Option key while using the mouse to select the characters you want.

The following steps assume you have already used the Column Info dialog to enter values in the Data List and to choose Pop-Up Data List from the Entry Helpers pop-up menu. For information about using the Column Info dialog, see the previous section, *Changing Column Information.*

1. **Press and hold down the mouse button in any cell in the column for which you have chosen Pop-Up Data List.**
   A pop-up menu appears, with the current value in the cell indicated in the menu by a check mark. If the current value in the cell does not appear in the Data List, it is shown at the top of the menu.



2. **Choose from the pop-up menu the value you want.**
   In Control enters the value into the cell and leaves it selected.

   • To enter a value not in the pop-up list, simply type the value.

To Enter Data Using the Auto-type Data List Feature

The following step assumes you have already used the Column Info dialog to enter values in the Data List and to choose Auto-type Data List from the Entry Helpers pop-up menu. For information about using the Column Info dialog, see the section *Changing Column Information.*

1. **In any cell in the column for which you have chosen Auto-type Data List, start typing the value you want to appear in the cell.**
   In Control automatically completes what you type with the first value in the Data List that starts with the letters you have typed. If it completes what you type with a value other than one that you want, continue typing normally, until you have typed enough characters to indicate the value you want. If you want to type a value other than one that appears in the list, simply type it.

To Enter the Same Value as in the Cell Above

You may frequently find that the value you want to enter in a cell is the same as the value in the cell immediately above it. In Control provides the Ditto command to let you do this easily, without typing.

1. **With the insertion point in the cell beneath the one you want to copy, choose *Ditto* from the Edit menu.**
   In Control copies the contents of the cell above into the current cell.

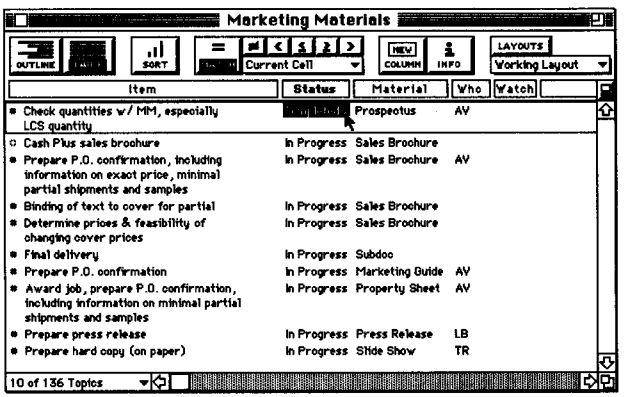
To Enter the Same Value in All Cells Displayed in a Column

The Fill column command is especially useful after matching a set of topics, thus changing only the matched topics.

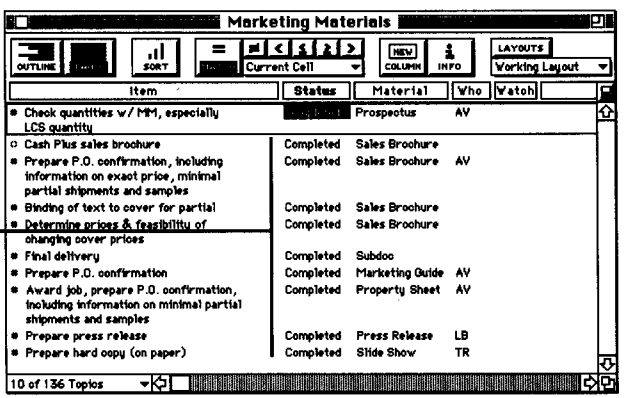
You may occasionally want to enter the same value in most or all of the cells in the current column. After adding a new column, for example, you may want to set the same initial value in all the cells. The Fill Column command lets you do this easily. The Fill Column command enters the value from the current cell into every cell in the column that is displayed in the current view.

1. **With the insertion point in the cell you want to copy, choose *Fill Column* from the Edit menu.**

The Fill Column command fills the cells in the column only in topics that are displayed in the current view. Using collapsing, expanding, matching and omitting you can control which topics to fill with the new value.



In Control copies the value from the current cell into every cell in the column that is displayed in the current view. Collapsed cells will not be filled; to fill all cells in a column, first use the Expand All command.



The Fill Column command changed these values to "Completed."

To Paste Today's Date

1. **Position the insertion point in the cell you want the date to be pasted into.**
2. **Choose *Paste Date* from the Edit menu.**
   In Control pastes the current date into the current cell, in the format mm/dd/yy, followed by a space character. In Control adds the space so you can easily paste the time immediately after it. For information on setting the current date for your Macintosh, see the *Macintosh System Software User's Guide* that came with your Macintosh.

If you are outside the United States, In Control will paste the date in whatever format is standard for your country.

To Paste Today's Time

1. **Position the insertion point in the cell you want the time to be pasted into.**
2. **Choose *Paste Time* from the Edit menu.**
   In Control pastes the current time into the current cell followed by a space character. In Control adds the space so you can easily paste the date immediately after it. For information on changing the current time and its format for your Macintosh, see the *Macintosh System Software User's Guide* that came with your Macintosh.

System 7 users can choose 12 hour or 24 hour format using the General Controls Control Panel.

Working with In Control Files

This section explains how to:

- Display Help information
- Change the appearance of your file
- Print the contents of your file
- Import and export data
- Open, close, save and revert your file

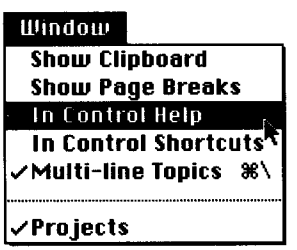
Displaying Help

For information about the basic concepts used in In Control, you can display the In Control Help window. For information about keyboard and mouse shortcuts, you can display the In Control Shortcuts window. If you have Apple's System 7 software installed on your Macintosh, you can also choose Balloon Help for help while using In Control.

To Display the In Control Help Window

1. **Choose *In Control Help* from the Window menu.**

If you are running System 7, you can also choose In Control Help *from the Help menu.*



Click the arrow buttons in the help window to turn to other pages of help.

- To close the In Control Help window, choose *Close* from the File menu or click the close box at the top left corner of the window.

To Display the In Control Shortcuts Window

If you are running System 7, you can also choose In Control Shortcuts *from the Help menu.*

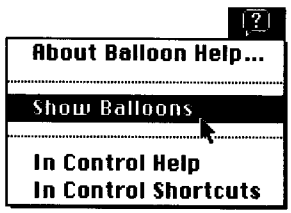
1. **Choose *In Control Shortcuts* from the Window menu.**
   Click the arrow buttons to turn to other pages of shortcuts.

   • To close the In Control Help window, choose *Close* from the File menu or click the close box at the top left corner of the window.

To Display Balloon Help

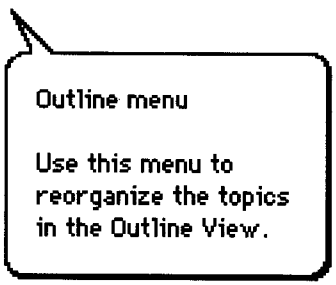
Balloon Help is available only if you have System 7 software installed on your Macintosh.

1. **Choose *Show Balloons* from the Help menu at the right of the menu bar.**



2. **Using the mouse, point at anything on the screen that you want explained.**
   In Control provides a brief explanation of whatever you point at.

Balloon Help briefly explains the use of what you are pointing at.



• To turn off Balloon Help, choose *Hide Balloons* from the Help menu.

Changing the Appearance of Your File

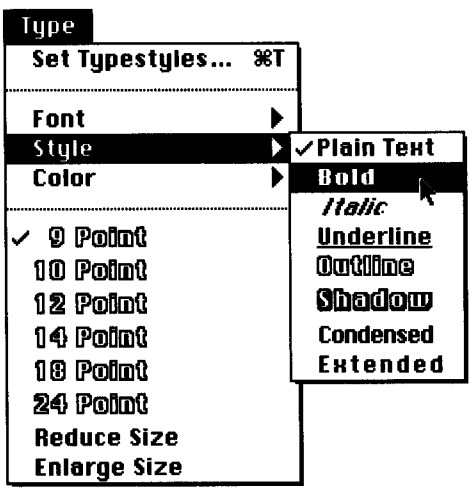
In Control gives you full control of the font, size, style, and color of the text in your file. You can set these characteristics for anything from a single character to every topic in the file.

To see your information in exactly the arrangement you want, you can adjust the order and width of columns and temporarily hide columns. Using Layouts, you can save different column arrangements, so you can easily switch from one arrangement to another. And you can view your file with every line displayed or with only the first line of each topic visible.

To Change the Font or Style of Characters in a Cell

1. **Select the characters you want to change.**
   To change all the characters in a topic, select the entire topic by clicking the bullet at the left of the topic. To change more than one topic at a time, see *To Change the Appearance of Several Topics at Once,* later in this section.

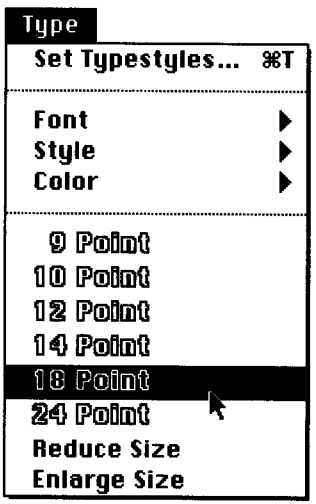
2. **Choose the Font or Style you want from the appropriate submenu in the Type menu.**



You can apply combinations of styles to the selected text by choosing additional styles. To remove styles, choose Plain Text.

To Change the Size of Characters in a Cell

1. **Select the characters you want to change.**
   To change all the characters in a topic, select the entire topic by clicking the bullet at the left of the topic. To change more than one topic at a time, see *To Change the Appearance of Several Topics at Once,* later in this section.
2. **Choose the size you want from the Type menu.**



A shortcut for choosing Reduce Size or Enlarge Size is to type Command-Shift-< or Command-Shift->.

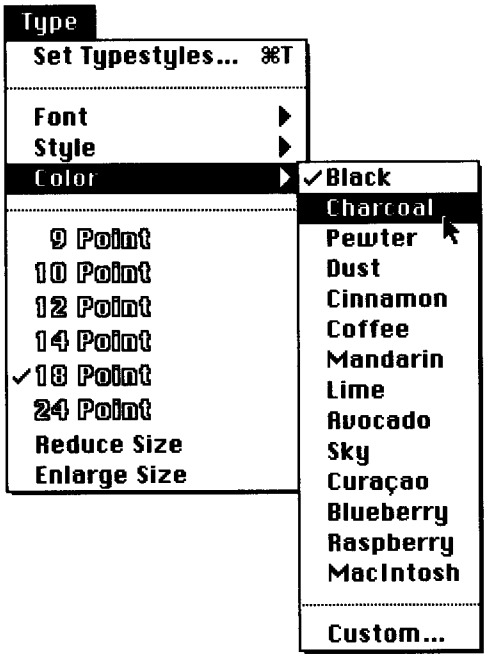
You can choose a size not in the menu by choosing Reduce Size or Enlarge Size. These commands change the size of the selected text in 2-point increments.

To Change the Color of Characters in a Cell

Color is available only on Macintosh systems capable of displaying in color.

1. **Select the characters you want to change.**
   To change all the characters in a topic, select the entire topic by clicking the bullet at the left of the topic. To change more than one topic at a time, see *To Change the Appearance of Several Topics at Once,* later in this section.

2. **Choose the color you want from the *Color* submenu in the Type menu.**



To choose a color that is not in the menu, choose *Custom* from the Color menu. Use the Color Picker dialog to choose the color you want. For instructions on using the Color Picker, see the *Macintosh System Software Users Guide* that came with your Macintosh.

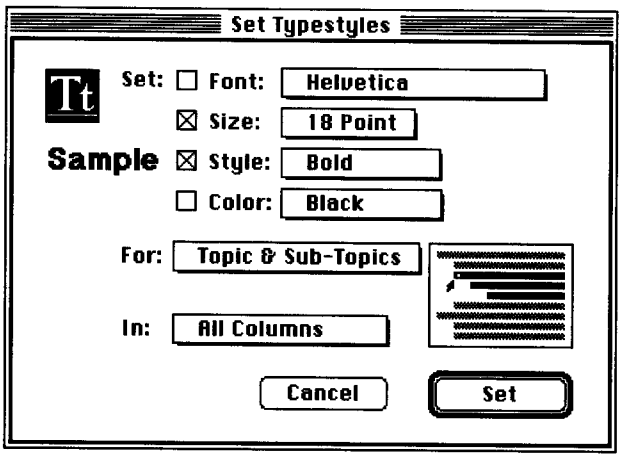
Even if your color Macintosh is not equipped to display all the colors in the Color menu, you can still choose these colors. Although the colors you choose will not appear on your display, they will be displayed if you display the file on a more color-capable Macintosh or print on a color printer.

To Change the Appearance of Several Topics at Once

The Set Typestyles command lets you change the Font, Size, Style, and Color of the current topic and optionally other topics related to it. This lets you use typography to highlight particular groups of topics.

Use the Set Typestyles dialog box to change the appearance of several topics at once.

1. **Click anywhere in a topic that you want to change.**
   In step 4 you will have a variety of choices of which topics to change based upon their relationship to the current topic.
2. **Choose *Set Typestyles* from the Type menu.**
   In Control displays the Set Typestyles dialog.
3. **From the pop-up menus, choose the Font, Size, Style, or Color you want.**



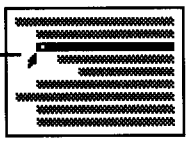
Choose the Font, Size, Style, or Color you want. To leave the Font, Size, Style, or Color unchanged, leave the check box unchecked.

When you choose a new value, In Control automatically checks the corresponding check box to indicate that this attribute will be changed. Attributes that do not have the check box checked will not be applied to the topics; topics will retain the attributes they had before you chose the Set Typestyles command.

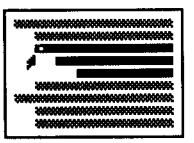
4. Choose the range of topics you want to change.
In Control changes the picture to the right of the pop-up to illustrate your choice. Choose:

- **Current Topic**, to change only the current topic.

These pictures are symbolic, not a scaled-down picture of your file. The arrow points to a line representing the current topic. The solid lines indicate the topics that will be changed.

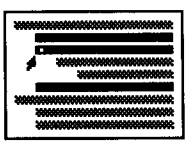


- **Topic & Sub-Topics**, to change the current topic and all of the topics that are indented to any level below the current topic.

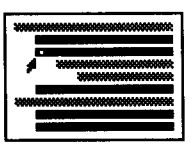


- **Co-Topics**, to change the current topic and all topics that are indented the same amount as the current topic that are also descendants of the same topic from which the current topic is descended.

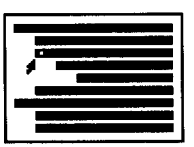
Choose the topics to change based on their relation to the current topic, the topic you chose in step 1.



- **Whole Level**, to change the current topic and in all topics that are indented the same amount anywhere the file.



- **All Topics**, to change every topic in the file.



All topics in the range you specify will be changed, even if they are currently not visible due to collapsing, matching, or omitting.

5. **Choose the columns you want to change.**
   Choose:

   - **Current Column**, to change the contents of the current column only. This is especially useful for highlighting a particular column by changing its color or style. The current column is indicated by its name shown in bold.
   - **All Columns**, to change the contents of all of the columns in the file.

6. **Click OK.**

To Change the Width of a Column

1. **Move the pointer to the divider at the right of the heading of the column you want to change.**

2. **Drag the divider left or right to indicate the new width.**
   As you drag, In Control indicates the new width with two dotted vertical lines over the topics so you can see how much text can fit in the new size.

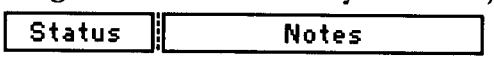
   Because In Control affords great flexibility in adjusting column widths, In Control may not have enough room in the first column to properly display the indentation of some deeply-indented topics. A diagonal line through a topic's bullet indicates that the first column isn't wide enough to display that topic with its proper indentation, and that the topic cannot be dragged. To display the proper indentation, make the first column wider.

To Hide a Column

By hiding columns, you can choose to see and print only the columns you want. You can hide any column except the first column, which is needed to display the indenting.

1. **Move the pointer to the divider at the right of the heading of the column you want to hide.**

2. **Drag the divider all the way to the left, reducing the width to zero.**

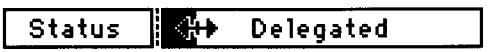


The hidden column is indicated by a dotted column divider.

To Show a Hidden Column

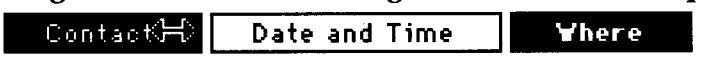
A dotted column divider indicates that a column is hidden.

1. **Move the pointer to the dotted divider that indicates a hidden column.**
2. **Drag the divider to the right, indicating a new column width.**
   As you drag, In Control indicates the new width with two dotted vertical lines over the topics so you can see how much text can fit in the new size.



To Change the Order of the Columns

1. **Move the pointer to the title of the column you want to move.**
2. **Drag the column title left or right to indicate the new position.**



The Where column is being moved to the Contact column's location. The Contact and Date and Time columns will shift right to make room.

As you drag, In Control highlights the column you are moving and the column whose position will be taken by the column you are dragging. In Control also indicates the width of the column with two dotted vertical lines so you can see what you are moving.

The first column cannot be moved, nor can another column be moved to become the new leftmost column, because the first column is used to control the hierarchy of topics. For this reason, columns cannot be moved unless you have at least three columns.

To Save the Column Arrangement in a Layout

In Control lets you save as many different column arrangements as you want for the same file in named layouts. This lets you have one layout for data entry, another for printing your own to-do list, and a different layout for printing a list of assignments for an employee. Each layout can have different column orders and column widths, and can have different sets of columns hidden or visible.

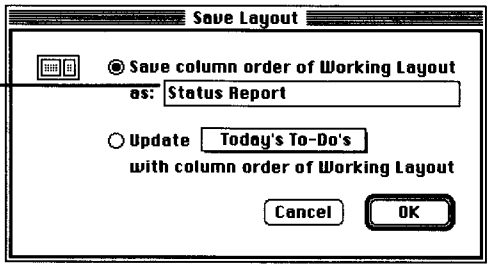
Working Layout is the name of the current layout when it has not yet been saved.

1. **Arrange the columns the way you want them.**
   Adjust the column order and column widths, and show or hide columns to produce the arrangement you want. The Layouts pop-up menu is set to Working Layout, indicating that the layout has not been saved.

2. **Click the Layouts button.**
   In Control displays the Save Layout dialog, which lets you specify a name for the layout.

3. **Type a name for the layout.**

Name of the Layout

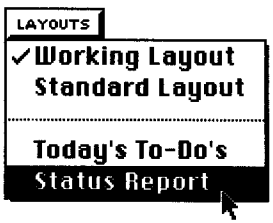


   Use a name that will help you distinguish it from other layouts you create.

4. **Click OK.**
   In Control displays the file using the layout you saved. The Layouts pop-up menu is set to this new layout.

To Display the File Using a Different Layout

In Control makes it easy to switch from one layout to another. When you choose a layout from the Layouts pop-up menu, In Control displays the file using that layout.



Standard Layout contains all the columns in their original order and initial widths.

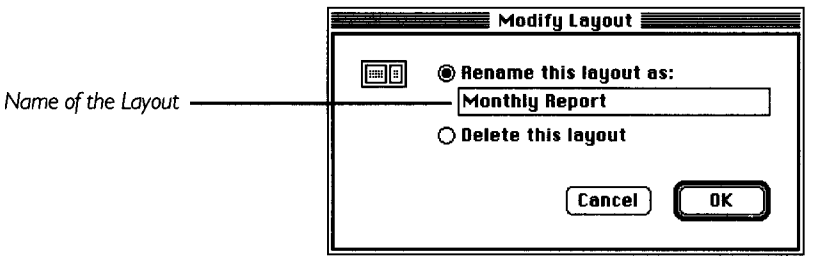
1. **From the Layouts pop-up menu, choose the layout you want to use.**

   To view the file with all columns displayed as if you had never rearranged or resized columns, choose Standard Layout. Working Layout is the name of the current layout when it has not yet been saved, so choosing it makes no visible change.

   In Control displays the file using the layout you choose, and displays your chosen layout's name in the Layouts pop-up menu.

To Rename a Layout

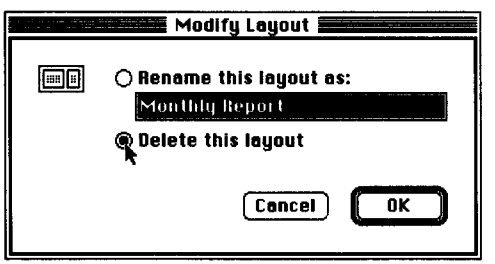
1. **From the Layouts pop-up menu, choose the layout you want to rename.**
   Working Layout and Standard Layout cannot be renamed.
2. **Click the Layouts button.**
   In Control displays the Modify Layout dialog.
3. **Type a new name for the layout.**



4. **Click OK.**
   In Control displays the file using the same layout, with the new name in the Layouts pop-up menu.

To Delete a Layout

1. **From the Layouts pop-up menu, choose the layout you want to delete.**
   Working Layout and Standard Layout cannot be deleted.
2. **Click the Layouts button.**
   In Control displays the Modify Layout dialog.
3. **Click Delete this layout.**



4. **Click OK.**
   In Control deletes the current layout from the pop-up menu of saved layouts, and displays the file using the same column arrangement. The name of the current layout is now Working Layout, indicating that this arrangement is not saved.

To Update a Layout to Save a Different Column Arrangement

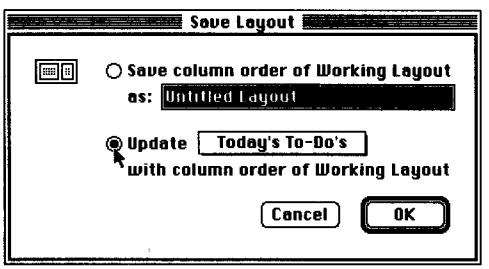
After using a layout for a while, you may want to change it, giving it a different column order or set of column widths. Or you may want to show or hide a different set of columns entirely. To save these changes, update the layout with the new arrangement.

1. **Arrange the columns in the way you want.**
   Adjust the column order and column widths, and show or hide columns to produce the arrangement you want. The Layouts pop-up menu is set to Working Layout, indicating that the layout has not been saved.

2. **Click the Layouts button.**
   In Control displays the Save Layout dialog.

3. **From the pop-up menu in the Save Layout dialog, choose the name of the layout you want to update.**

4. **Click Update.**



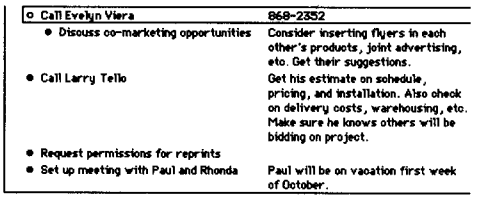
5. **Click OK.**
   In Control displays the file using the same column arrangement, with the name of the updated layout in the Layouts pop-up menu.

To View Only the First Line of Each Topic

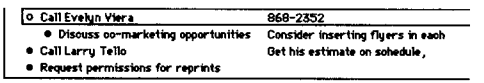
Normally, you want to see the entire contents of every topic. For this reason, the Multi-line Topics command is initially checked on. Sometimes you may find it more important to see as many topics at once as possible, and be willing to see only the first line of each topic. In this case, choose the Multi-line Topics command to remove the check mark.

1. **Choose *Multi-line Topics* from the Window menu.**
   If the command was initially checked, the check mark next to the command is removed and only the first line of each topic is displayed. If the command was unchecked, a check mark is added and the entire contents of each topic is displayed.

With the Multi-line Topics command checked, topics can be many lines tall.


Call Evelyn Viera
868-2352
Discuss co-marketing opportunities
Consider inserting flyers in each other's products, joint advertising, etc. Get their suggestions.
Call Larry Tello
Get his estimate on schedule, pricing, and installation. Also check on delivery costs, warehousing, etc. Make sure he knows others will be bidding on project.
Request permissions for reprints
Set up meeting with Paul and Rhonda
Paul will be on vacation first week of October.

With the Multi-line Topics command unchecked, only the first line of each topic is displayed.



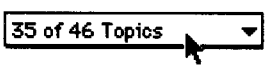
When the Multi-line Topics command is not checked, you can move the insertion point beyond the first line, but you will not be able to see it at this point. To add or edit data beyond the first line of a topic, first choose the Multi-line Topics command.

Customizing Your Window

In Control lets you customize your window to display the status information you want and to show or hide the buttons in the control panel.

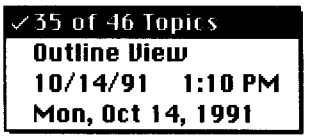
To Display Different Status Information

With In Control you can choose to display any of four different types of status information. You can choose to display the:



- Number of topics in the view and in the file
- Current view (Outline View or Table View)
- Current date and time
- Current day and date

1. **From the Status pop-up menu at the bottom left of the window, choose the status information you want to see.**



In Control displays the new status information in the Status Area.

To Hide the Buttons in the Control Panel

Hiding the buttons in the control panel lets you devote more screen space to your data.

1. **Click the button above the vertical scroll bar.**
In Control hides the buttons in the control panel, leaving the column titles visible.

To Show the Buttons in the Control Panel

Displaying the buttons in the control panel gives you quick access to the most common commands.

1. **Click the button above the vertical scroll bar.**
In Control shows the buttons in the control panel.

Printing Your File

In Control gives you control over the appearance of the printed page. You can decide which columns are printed, how many columns get printed across a page, how many pages are printed, and which topics are printed. In addition, you can add headers and footers to the printed page to show page numbers, the current date, or other information you type.

To Print the Information in Your File

The following steps describe the basic procedure for printing an In Control file. Following these steps are more detailed instructions for controlling the appearance of the printed page. For more information about printing in general, refer to the *Macintosh System Software Users*

Guide that came with your Macintosh, and to the manual that came with your printer.

1. **Using the commands in the Control and Outline menus, display the topics you want to print.**
2. **To include the columns you want in the order and widths you want, adjust the column arrangement, or choose a saved layout.**
3. **Choose *Print* from the File menu.**
   In Control displays the Print dialog box.
4. **Specify the number of copies, page range, and other information about how you want to print.**
5. **Click OK.**
   To stop In Control from completing printing, click the Cancel button.

To Control Which Columns Are Printed

Because columns are printed just as they appear on the screen, In Control gives you full control over which columns are printed and in what order. For instructions on hiding columns, changing column widths and column orders, and saving column arrangements in layouts, see *Changing the Appearance of Your File*, earlier in this section.

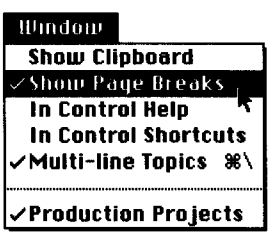
To See How Much Fits on a Page

The Show Page Breaks command lets you see how much fits on a page. In Control shows horizontal and vertical lines to indicate how your data is divided across pages.

If you have more columns than will fit across a page, you can adjust the width of your columns to control on which page data will appear.

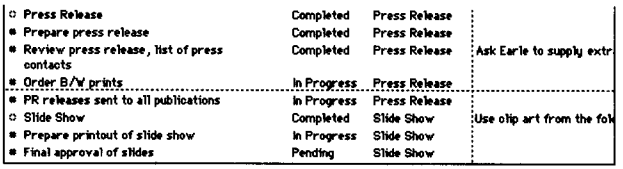
To help you make the most attractive presentation of your data, In Control never splits a column across pages horizontally nor a topic across pages vertically unless the single column or topic is too large to fit on a page.

1. **Choose *Show Page Breaks* from the Window menu.**



In Control performs somewhat faster when* Show Page Breaks *is unchecked.

In Control shows horizontal and vertical dashed lines to indicate where a new page will start. If all the data fits across or down the page, the dashed line is not shown.



○ Press Release	Completed	Press Release	
● Prepare press release	Completed	Press Release	
● Review press release, list of press contacts	Completed	Press Release	Ask Earle to supply extr
● Order B/W prints	In Progress	Press Release	
● PR releases sent to all publications	In Progress	Press Release	
○ Slide Show	Completed	Slide Show	Use clip art from the fol
● Prepare printout of slide show	In Progress	Slide Show	
● Final approval of slides	Pending	Slide Show	

In Control displays the divisions between pages as horizontal and vertical dashed lines.

- To remove the page break markings, choose *Show Page Breaks* from the Window menu again to remove the check mark.

To Control How Much Fits on a Page

In Control provides several tools to give you control of how much data fits on a page. You can control the orientation of the page, and you can control what gets printed on the page. Top, bottom, left and right margins are set at 1/2 inch.

- To change the number of topics that fit on a page, you can use the Set Typestyles command to increase or decrease the size of type you use for topics.
- To change the number of columns that fit across a page, you can adjust the column widths by dragging the dividers.
- Adding a header or footer reduces the amount of space available for topics on each page. Headers and footers are described below.
- To change the orientation of the printed page, use the Page Setup command in the File menu. You can print vertically down or horizontally across the page. Also choose Page Setup to magnify or reduce the size of the information on the page or to change other standard page setup settings. For instructions on using the Page Setup dialog, refer to the *Macintosh System Software Users Guide* that came with your Macintosh.

To Add Headers or Footers to Each Page

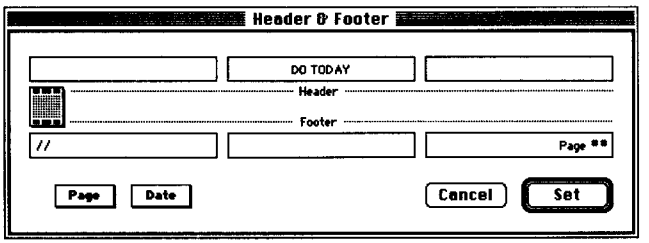
In Control prints the name of each column at the top of each printed page. You can add information such as a report title, the date, or a page number in a header at the top of each printed page or in a footer at the bottom.

1. **Choose *Header & Footer* from the File menu.**
   In Control displays the Header & Footer dialog.

2. **Type the information you want to appear in the top, center, or right of the header or footer.**

Type the information you want to appear in the top left, center, and right of the page in these boxes.

Type the information you want to appear in the bottom left, center, and right of the page in these boxes.



- To move the insertion point, press the Tab key or click the mouse button in the location you want.
- To instruct In Control to automatically add page numbers or the current date, click the Page or Date buttons, or type the symbols ## (two number signs) or // (two slash characters).

3. **Click OK.**
   When you print, the information you specified will be printed on each page. To remove the header or footer, choose Header & Footer and delete the appropriate information.

Importing and Exporting Data

In Control provides several ways to get data into and out of an In Control file. If you have a table or outline in another file, you can bring it into an In Control file quickly and accurately, without any retyping.

XTND translators for MacWrite 5.0 and MacWrite II are included on your In Control Disk. An XTND translator for Text files is built into In Control, and is available if you have installed the Claris XTND System.

To support importing and exporting data across as wide a range of applications as possible, In Control uses XTND technology. XTNDs let you transfer data directly to or from any file format for which you have an XTND translator. XTND translators are available for a wide range of applications, including WordPerfect, WriteNow, Microsoft Word and Works, and many others. For information about obtaining an XTND translator for your application, consult the publisher of your application or your software dealer.

In Control also imports and exports In Control files and tab-separated Text files.

To Copy Topics from Another Application

If you want to transfer information from a table or outline created by another application to an In Control file, one simple method is to use the Copy and Paste commands in the Edit menu.

You can use this method to import data from tables such as Microsoft Excel, Microsoft Works spreadsheets and database lists, and Microsoft Word tables. And you can transfer data from outlines such as Acta, MORE, Microsoft Word outlines, Aldus Persuasion outlines, and many other applications. For applications in which you cannot copy more than one row or record at a time, such as FileMaker Pro, follow the steps in *To Import Topics from Another Application,* later in this section.

1. **While in the application you want to copy data from, select the information you want to copy.**
   Refer to the application's manual for information about selecting a range of data.

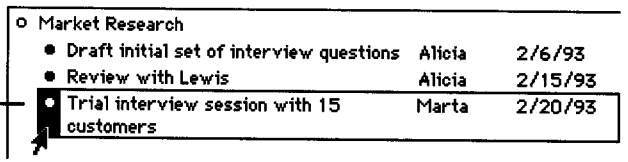
Some applications may automatically copy an extra topic containing the names of the columns. After pasting, delete this topic from your In Control file.

2. **Choose *Copy* from the Edit menu.**

3. **Open the In Control file you want to import into.**
   If you want to create a new file, choose *New* from the File menu.

4. **Click the bullet at the left of the topic that you want to paste the new topics after, to select the entire topic.**
   If instead of selecting an entire topic you position the insertion point in a cell, the contents of the Clipboard will be pasted within the current cell.

Click the bullet to select the entire topic. The topics you paste will come after the selected topic.


Market Research
Draft initial set of interview questions Alicia 2/6/93
Review with Lewis Alicia 2/15/93
Trial interview session with 15 customers Marta 2/20/93

5. **Choose *Paste* from the Edit menu.**

○ Market Research		
• Draft initial set of interview questions	Alicia	2/6/93
• Review with Lewis	Alicia	2/15/93
• Trial interview session with 15 customers	Marta	2/20/93
• Real interview session	Marta	2/25/93
• Compile list of competitors, products, prices	Len	2/10/93
• Conduct preliminary focus group	Arthur	2/17/93
• Analyze results of focus group	Arthur	2/21/93

If you paste topics with more columns than are in your In Control file, or if you paste into a new In Control file, In Control automatically creates additional columns for you as necessary. You can then use the Column Info command to change the column name, type, or other information.

In Control pastes the data from the Clipboard into the current file, after the current topic, creating new topics. Columns are pasted in the order they appeared in the original file. To insure that data is pasted in the correct columns, it is best to change the order of the columns in your In Control file before pasting. Columns that are hidden in In Control still receive the pasted data.

To Copy Topics from Another In Control File

If you want to transfer information from one In Control file into another, you can use the Copy and Paste commands in the Edit menu.

1. **Choose *Outline View* in the In Control file you want to copy data from.**
   From Table View, only one topic can be copied at a time.
2. **Click the bullet at the left of the topic that has all the topics you wish to copy as sub-topics beneath it.**

● Market Research		
• Draft initial set of interview questions	Alicia	2/6/93
• Review with Lewis	Alicia	2/15/93
• Trial interview session with 15 customers	Marta	2/20/93
• Real interview session	Marta	2/25/93
• Compile list of competitors, products, prices	Len	2/10/93
• Conduct preliminary focus group	Arthur	2/17/93
• Analyze results of focus group	Arthur	2/21/93

Clicking the bullet of a topic that has sub-topics lets you copy the selected topic and all its sub-topics indented to any level beneath it.

If all the topics you want to copy are not sub-topics of a single topic, follow these steps:

- Choose *Save* from the File menu.
- Create a new topic, then move the topics you want to copy so that they become sub-topics of this new topic.
- After completing Step 3, choose *Revert* from the File menu to restore the file to its original status.

3. **Choose *Copy* from the Edit menu.**
The selected topic and all its sub-topics are copied to the Clipboard. All sub-topics, even ones hidden by collapsing, are copied. Data from all columns are copied, even from hidden columns.

4. **Open the In Control file you want to transfer data into.**
Or if you want to create a new file, choose *New* from the File menu.

5. **Choose *Paste* from the Edit menu.**
In Control pastes the data from the Clipboard into the current file, creating new topics below the current topic. Columns are pasted in the order they appeared in the original file. To insure that data is pasted in the correct columns, it is best to change the order of the columns before pasting. Columns that are hidden in In Control still receive the pasted data.

If you paste topics with more columns than are in the file you are pasting into, or if you paste into a new In Control file, In Control automatically creates additional columns for you as necessary. The new columns have the same column information as they had in their original file.

If you created a new topic and copied it along with its sub-topics (in step 2), you may want to delete that new topic. To delete it:

- Click on the new topic that has the topics you wanted to copy as sub-topics
- Choose *Outdent Sub-Topics* from the Outline menu.
- Press the Clear key to delete the unwanted topic.

If you pasted topics into a new In Control file, you may have an extra empty topic at the top of your file. To remove this topic:

- Click anywhere in the topic you want to delete.
- Press the Clear key.

To Prepare for Importing or Exporting

In Control uses XTND technology for extra flexibility when importing and exporting data from other files. With XTNDs, instead of exporting from one file to an intermediary file, then importing from the intermediary file into In Control, you can import directly from a wide range of file types.

1. **Make sure the Claris XTND System is properly installed.**
   For information on installing the XTND system, refer to the installation instructions at the front of this manual. Before installing the XTND system and any translators, quit the In Control application.

2. **If the file you are importing or exporting is not an In Control file or a Text file, make sure the translator for that file type is installed in the Claris folder in your System Folder.**
   Instructions for installing translators are also included in the installation instructions at the front of this manual.

   If you do not have a translator for a particular file type, contact the publisher of the application. If a translator for your application is not available, use the Text format for importing or exporting; most application can create Text files. Translators for Text files and In Control files are built into the In Control application.

3. **If you are importing, make sure the file you are importing from is in the proper format.**
   In Control expects the information it imports to be in the following format. Other formats may not be imported correctly.

   - Indenting information is conveyed by either Space characters or Option-Space characters, followed by an optional bullet (•) character (typed as Option-8) before each topic. Each Space or Option-Space represents one level of indenting. Tab characters cannot be used to indicate indenting.
   - Data in each cell is separated by a Tab character.
   - Each topic is separated by a Return character.
   - Return characters within a cell are represented by an "End of line" mark, also known as a "Vertical Tab," a "Hard Return," or a "Return within a paragraph," typed in MacWrite or Microsoft Word as Shift-Return.

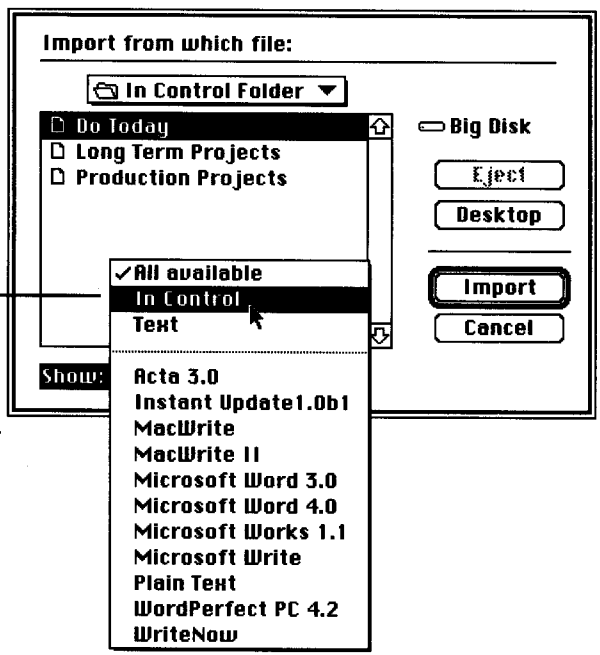
To Import Topics from another In Control file

When importing from another In Control file, every topic in the file is imported. Topics are imported in the same order and indentation as they appear in Outline View in the imported file. Topics hidden by collapsing are imported and remain hidden after importing.

Data is imported according to the order of the *visible* (not hidden) columns in each file. That is, data from the first column is imported into the first column (regardless of title), from the next visible column into the next visible column, and so on. To insure that information is imported in the correct column order, you can hide columns and change the order of the columns in either In Control file before importing.

1. **Choose *Import From* from the File menu.**

2. **Select the file you want to import.**
   To help locate the In Control file, it may help to first choose In Control from the pop-up menu beneath the list of files. If this pop-up menu is not displayed, see *To Prepare for Importing or Exporting,* above.



To help locate the In Control file you want to import, choose In Control from the pop-up menu at the bottom of the dialog box.

The choices available at the top of the pop-up menu are built into In Control, and are available if you have installed the Claris XTND System. Other choices in the pop-up menu come from XTND translator files, available from the publishers of the applications.

3. **Click OK.**
   The imported topics are added at the end of the file, in Outline View, keeping their original levels of indentation.

If there are more columns imported than are visible (not hidden) in the current file, In Control automatically creates additional columns to hold the imported data. The column information of the new columns is the same as in the imported file.

Data is not imported *from* hidden columns, so you can choose not to import specific columns by hiding them. Data is not imported *into* hidden columns, either; the next visible column receives the data. For instructions on hiding columns, see *Changing the Appearance of Your File,* earlier in this section.

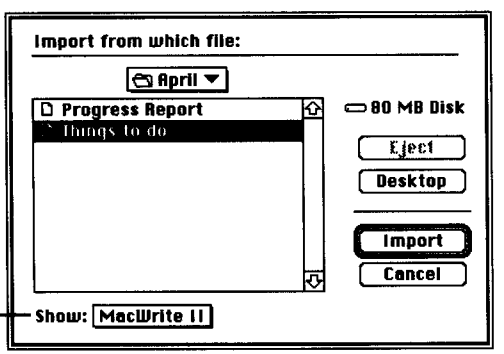
In Control imports the file as it was last saved on disk, so if the file is open, you may want to save it before importing from it. Layouts are not imported.

To Import Topics from Another Application

When you import topics from a file in the format of another application, In Control imports all the topics in the file, in the order in which they appear in the file.

The file you import from must conform to the format described above in *To Prepare for Importing or Exporting*. During importing, any Space characters or Option-space characters at the beginning of topics are converted to levels of indenting.

1. **Choose *Import From* from the File menu.**
2. **Choose the type of file you want to import from the pop-up menu at the bottom of the dialog box.**
   If this pop-up menu is not displayed, see *To Prepare for Importing or Exporting,* above.
3. **Select the file you want to import.**



To help locate the file you will be importing, use this pop-up menu to choose the file type you want.

4. **Click OK.**
   The imported topics are added at the end of the file, in Outline View. The first topic imported is not indented.

If there are more columns imported than are visible (not hidden) in the current file, In Control automatically creates additional columns to hold the imported data.

Data is imported according to the order of the *visible* columns in the In Control file. That is, data from the first column is imported into the first column in In Control, from the next column into the next visible column in In Control, and so on. To insure that data from columns are imported in the correct order, you can change the order of the columns in either file before importing.

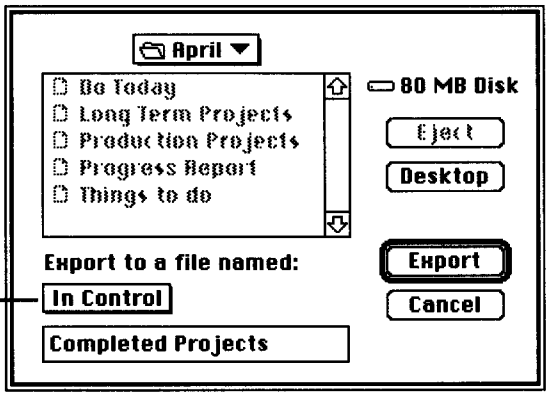
Data is *not* imported into hidden columns. Hidden columns are skipped and the next visible column receives the data. For instructions on hiding columns, see *Changing the Appearance of Your File,* earlier in this section.

If the file you are importing from has no type style information (as in a Text file), In Control duplicates the font, size, style, and color of the first topic in the file you import into.

To Export Topics to an In Control File

When you export topics to an In Control file, In Control creates a copy of the current file containing only the visible topics. If you export from Outline View and some topics are not visible due to collapsing, only the visible topics are exported. If you export from Table View, again only the visible topics are exported. This means you can use collapsing, expanding, matching and omitting to choose the specific topics you prefer to export. And since topics are exported in the same order as they appear in the current view, you have full control over the order they are exported in as well.

1. **Choose *Export To* from the File menu.**
2. **Make sure In Control is the file format chosen in the pop-up menu at the bottom of the dialog box.**
   If this pop-up menu is not displayed, see *To Prepare for Importing or Exporting,* above.
3. **Type the name of the new file you want to create to contain the exported data.**



Make sure you choose In Control as the file format you will be exporting to.

4. **Click OK.**

   In Control creates a new file containing all the topics visible in the current view, in the order in which they appear in the file.

   Because In Control creates a copy of the current file, the exported file contains all of the same columns and layouts. Columns that are hidden in the original file are exported and remain hidden in the new file.

   If you export from Outline View, the exported topics retain their levels of indentation. If you export from Table View, none of the exported topics is indented.

To Export Topics to Another Application

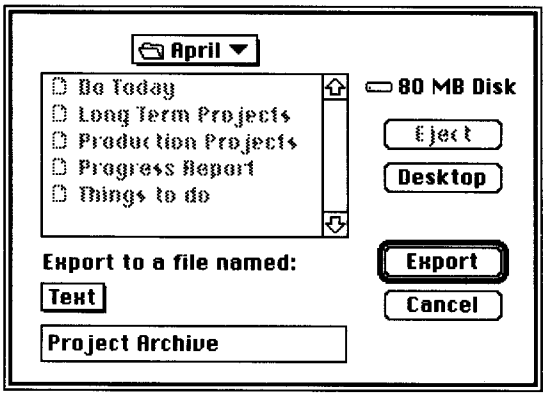
When you export data to another application, only the topics and columns that are visible in the current view are exported. Topics that are not displayed due to collapsing, matching or omitting are not exported. Columns that are hidden are not exported. If you export from Table View, topics are exported with no indenting and with no bullets (•).

1. **Choose *Export To* from the File menu.**

2. **Choose the file format you want from the pop-up menu at the bottom of the dialog box.**
   If this pop-up menu is not displayed, see *To Prepare for Importing or Exporting,* earlier in this section.

   If the file format you want is not available, choose Text. Most applications are capable of importing Text files. Text files cannot hold font, size, style, or color information; only text is exported.

3. **Type the name of the new file you want to create to contain the exported data.**



4. **Click OK.**
In Control creates a new file containing only the topics and columns visible in the current view, in the order in which they appear.

The exported data is in the following format:

- Indenting information is conveyed by Option-Space characters, followed by a bullet (•) character (typed as Option-8), before each topic. Each Option-Space represents one level of indenting. Topics exported from Table View are not indented and are not preceded by bullets.
- Data in each cell is separated by a Tab character.
- Each topic is separated by a Return character.
- Return characters within a cell are represented by an "End of line" mark, also known as a "Vertical Tab," a "Hard Return," or a "Return within a paragraph," typed in In Control, MacWrite or Microsoft Word as Shift-Return.

If you export to a Text file, no font, size, style, or color information is exported. In Control designates the creator of an exported Text file to be MacWrite II. This lets you open the file in MacWrite II by double-clicking the exported file. To open the exported Text file in another application, first open the application, then choose Open and select the file.

Managing In Control Files

The information in this section describes the steps for opening, closing, saving, and reverting files. In Control is a standard Macintosh application, and performs these operations the same way as other standard Macintosh applications. For more information, refer to the *Macintosh System Software Users Guide* that came with your Macintosh.

To Open an In Control File

1. **From the Finder, double-click on the file you want to open, or select the file and then choose *Open* from the File menu.**

   - To open a file from within In Control, choose *Open* from the File menu. Then select the file you want to open from the dialog box, and click the OK button.

System 7 users can turn on virtual memory to work with large files or with many files at once. See the Macintosh System Software User's Guide.

In Control reads the entire file from the disk into memory (RAM). If at any time In Control displays a message indicating not enough memory, there are a number of ways to proceed. If you have files open that you are not using, close them before proceeding. If you are running MultiFinder or System 7, you can give In Control more memory. Quit In Control, then from the Finder select the application icon and choose *Get Info* from the File Menu. In the In Control Info dialog, increase the number in the Current Size box at the bottom. A number such as 700 is likely to be sufficient. If you are running the Finder under System 6, you may need to install more memory in your Macintosh or work with smaller or fewer files.

To Create a New In Control File

1. **Choose *New* from the File menu.**
   In Control creates an untitled file with one column and one topic. You can create additional columns and topics as needed.

To Save an In Control File

1. **Choose *Save* from the File menu.**

To Save an In Control File with a New Name

1. **Choose *Save As* from the File menu.**
2. **Type the name for the file you want to create.**
3. **Choose the drive and folder for the new file.**
4. **Click OK.**
   In Control creates a new file with the new name, leaving the original as it was last saved on disk.

To Make a Backup Copy of an In Control File

Like all data files, your In Control data files are only as safe as the disk they are stored on. To guard against losing valuable information, copy your data files onto another disk, and store the copy in a different location. Make a new backup copy whenever your original file has more new information than you would care to lose.

1. **From the Finder, copy the In Control file onto another disk.**

To Display a File That Is Already Open

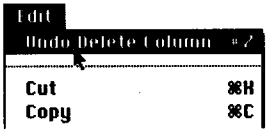
If you are working with more than one In Control file open at a time, you may want to quickly switch from one file to another. Files that are open are listed in the Window menu, making it easy to display a file that is obscured by the active window.

1. **Choose the name of the file from the Window menu.**
   In Control displays the file you choose as the active window.

To Close an In Control File

1. **Choose *Close* from the File menu, or click the close box at the top left corner of the window.**
   - If you have made changes since the last time you saved the file, In Control displays a dialog box asking if you want to save your changes. Click Yes to save your changes or No to discard your changes.

To Undo a Change to an In Control File



Practically all commands in In Control can be undone.

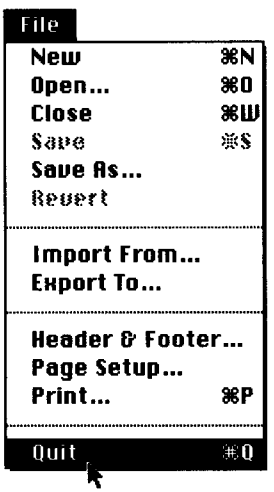
1. **Choose *Undo* from the Edit menu.**
   In Control undoes the effects of the last command or the last text-editing action.

To Revert an In Control File

1. **Choose *Revert* from the File menu.**
   In Control displays a dialog box asking you to confirm that you want to revert to the previous version you saved.
2. **Click OK.**
   In Control discards any changes you made and displays the file as it was last saved.

To Quit the In Control Application

1. **Choose *Quit* from the File menu.**
   - If you have made changes since the last time you saved the file, In Control displays a dialog box asking if you want to save your changes. Click Yes to save your changes or No to discard your changes.



Appendices

Appendix I. In Control Shortcuts

This section lists the keyboard and mouse shortcuts for In Control.

Keyboard and Mouse Shortcuts

New Topic	Return
To type a carriage return in a cell	Shift-Return
To select the current topic	Enter or Esc
To delete the selected topic	Delete
To delete the current topic, even if it is not selected	Clear
To edit a cell without having its Pop-up Data List appear	Option-click in the cell
To move to the next cell	Tab
To move to the previous cell	Shift-Tab
To move one character left or right	Left-Arrow or Right Arrow
To move one line up or down	Up-Arrow or Down-Arrow
To move one cell in any direction	Command-Arrow
To expand or collapse a topic (Outline View only)	Double-click the topic's hollow bullet
To move a topic to a new location (Outline View only)	Drag the topic's bullet

Typestyle Shortcuts

Plain Text	Command-Shift-T
Bold	Command-Shift-B
Italic	Command-Shift I
Underline	Command-Shift-U
Outline	Command-Shift O
Shadow	Command-Shift-S
Condensed	Command-Shift-C
Expanded	Command-Shift-E
Reduce Size by 2 points	Command-Shift-<
Enlarge Size by 2 points	Command-Shift->

Control Panel Shortcuts

To display the Column Info dialog	Double-click the column title
To Sub-sort the current column	Option-click the Sort button or press Command-Option-Y
To Sort in the opposite direction from that chosen in the Column Info dialog	Shift-Click the Sort button
To hide a column	Drag the dotted column divider as far to the left as it will go
To show a hidden column	Drag the column divider to the right, indicating a new width
To adjust a column's width rather than show the column hidden to its right	Option-drag the column divider left or right

Appendix 2. If You Need Help

Attain has worked hard to make both the software and the manual easy to use. Should you have difficulty, please follow the instructions below.

Attain supports In Control customers with a technical support telephone hot-line to answer your questions. If you are having difficulties with In Control and can't find the answers in this manual, please give us a call.

Before Calling for Help

1. **Make sure your computer is properly set up and all cable connections are secure.**
   If you are having trouble printing, make sure the printer cables are properly connected. Also check to see if the same printing problem occurs in other applications.

2. **Make sure you have properly installed the software according to the installation instructions in the front of this manual.**
   If you are having trouble importing or exporting data, make sure the Claris XTND System and the appropriate translator files are properly installed according to these instructions.

3. **Check to see if the problem or question you have is answered in this manual.**
   Use the Index and Contents sections to find the appropriate information.

4. **If you suspect a hardware problem or a problem with your system software, contact your local Apple dealer.**

Calling for Help

1. **Make sure you have the following information handy so we can provide you with the fastest service.**
   - Your registration number (located on the back of the In Control disk)
   - This manual
   - The version number of Apple's System software that you have installed on your Macintosh
   - Your Macintosh model and amount of memory (RAM)
   - Your printer model (if you have a printing problem)
2. **Call Attain's Customer Service Hot Line, 617-776-2711**
   Hot Line hours are from 9:00am to 4:00pm Eastern Time.

Appendix 3. Customer Information

This section details the software license agreement that governs your use of In Control and Attain's customer service policies.

Software License Agreement

Attain Corporation grants you a non-exclusive license to use this copy of the program on the following terms:

License

You **may**:

- use the program on any single computer or network;
- permit other individuals to use the program either directly or on a network, but only one person per licensed copy of the program;
- use the program on a second computer so long as the first and second computers are not used simultaneously; or
- make copies of the program solely for archival purposes.

You **may not**:

- modify, translate, reverse engineer, decompile, disassemble, create derivative works based on or copy (except for archival purposes) the program or the accompanying documentation;
- rent, transfer or grant any right in the program or accompanying documentation in any form to any other person without the prior written consent of Attain Corporation; and
- remove any proprietary notices, labels or marks on the program or accompanying documentation.

Failure to comply with any of the above restrictions will terminate this license. This license is not for sale. Title and copyrights to the program and accompanying documentation and any copy remain with Attain Corporation.

Limited Warranty and Disclaimer

Attain Corporation warrants that, for ninety (90) days from the date of purchase, the disks on which the program is furnished will be free from defects in materials and workmanship and that the software is properly recorded. Attain Corporation's entire liability and your exclusive remedy under this warranty will be to replace the disks.

EXCEPT FOR THE ABOVE EXPRESS LIMITED WARRANTY, ATTAIN CORPORATION MAKES NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, REGARDING THE SOFTWARE. ATTAIN CORPORATION DOES NOT WARRANT, GUARANTEE OR MAKE ANY REPRESENTATIONS REGARDING THE USE OR THE RESULTS OF THE USE OF THE SOFTWARE IN TERMS OF ITS CORRECTNESS, ACCURACY, RELIABILITY, CURRENTNESS OR OTHERWISE. THE ENTIRE RISK AS TO THE RESULTS AND PERFORMANCE OF THE SOFTWARE IS ASSUMED BY YOU. THE EXCLUSION OF IMPLIED WARRANTIES IS NOT PERMITTED BY SOME STATES. THE ABOVE EXCLUSION MAY NOT APPLY TO YOU.

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IN NO EVENT WILL ATTAIN CORPORATION, AND ITS DIRECTORS, OFFICERS, EMPLOYEES OR AGENTS (COLLECTIVELY ATTAIN CORPORATION) BE LIABLE TO YOU FOR ANY CONSEQUENTIAL, INCIDENTAL OR INDIRECT DAMAGES (INCLUDING DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, AND THE LIKE) ARISING OUT OF THE USE OR INABILITY TO USE THE SOFTWARE EVEN IF ATTAIN CORPORATION HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. BECAUSE SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, THE ABOVE LIMITATIONS MAY NOT APPLY TO YOU. Attain Corporation's liability to your for actual damages from any cause whatsoever, and regardless of the form of the action (whether in contract, tort (including negligence), product liability or otherwise), will be limited to $50.

General

This agreement constitutes the entire agreement between you and Attain Corporation. If any provision of this agreement is held invalid, the remainder shall continue in full force and effect. This agreement is governed by the laws of the Commonwealth of Massachusetts.

Customer Service Policies

Attain and your local dealer back this product with a commitment to simple software, clear manuals, and helpful customer service. You already have the software and the manual; we invite you to get the service by mailing in the registration card.

Customer Support Hot Line

Attain's Customer Service Hot Line is your source for In Control information. The Hot Line can help you if you have having difficulty using In Control. See *Appendix 2: If You Need Help* for details.

Disk Replacement Program

During the 90 day limited warranty period, Attain will replace a damaged disk free of charge. Afterwards, the fee will be $15.00 U.S. Call Attain's Customer Service Hot Line for assistance.

Upgrade Program

Attain listens to its customers. When suggestions are incorporated into a new version of In Control, we want to keep you up to date. By sending in your registration card, you will be notified of minor updates (which may be free) and major new releases.

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